



LOCATION APPLICATION

Type of Project: Film Video Photo

Project Title: _____

Production Company: _____

Address: _____

Location Manager: _____ Phone: _____

Email: _____

Set-up/Strike Date(s): _____ Shoot Date(s): _____

Hours Requested: _____ Number of Cast/Crew: _____

Location(s) Requested: _____

Special Service Needs (electrical, security, catering, etc.): _____

On-Campus Parking Requirements: _____

Production Company must be able to provide no less than \$2,000,000 general and auto liability. Please provide a certificate of insurance that lists Vanderbilt University as an additional insured and evidences the existence and amounts of such insurance to Vanderbilt before using the premises. If you cannot meet this requirement, what liability amount do you have? _____

Specific details of the project (e.g., purpose, how will the content be used, where project will be featured):

Please check to show you understand and agree to the following terms:

- Any substantive change in the above information will require resubmission of application.
- If the film or video box is checked, the completed application should be accompanied by a copy of the script with the scene(s) to be shot at Vanderbilt highlighted.
- If the photo(s) will be used commercially, a rough layout of the proposed ad or printed collateral showing the specific text that will be associated with any image(s) of the Vanderbilt campus must be submitted.
- The use of the Vanderbilt premises is for location only. Vanderbilt University cannot be recognizable in the film, video or photography without the permission of the Office of Brand Engagement and Governance.
- If granted permission to access university locations, I must execute an agreement, provide a certificate of insurance and pay any applicable fees before production may begin.
- I have read and understand these guidelines and agree to the requirements set forth in this document.

Please note: In order to ensure that your shoot is arranged to your expectations, a completed application must be submitted at least 30 days prior to the first prep or shoot day.

Signature: _____ Date: _____