



# COMMERICAL FILM/PHOTOGRAPHY AGREEMENT

The Woodlawn Cemetery will require your agreement to the following conditions before permission is granted to utilize the property for filming.

1. The production company agrees to pay a site use fee and to pay all costs associated with security, staff coordination and site preparation. The hours of operation for the Cemetery are 9:00 a.m. to 4:30 p.m. If it is necessary to use the Cemetery prior to 9 a.m., after 4:30 p.m., or on holidays, the film company will be responsible for additional costs associated with overtime staff and coordination of staff at a rate of time and a half.
2. The Cemetery must approve any location that is selected for photography/filming prior to the start of production. The Cemetery will make every effort to route business traffic away from the production location. Production locations will not be selected that impact the daily operation of the cemetery. Vehicles associated with production are not allowed to stop or interfere with funeral processions. **NO PHOTOGRAPHING, FILMING, OR VIDEO TAPING SHALL BE PERMITTED OF FUNERAL CEREMONIES, FUNERAL PROCESSIONS OR OF FAMILIES VISITING GRAVESITES.**
3. **NAMES ON MONUMENTS AND MAUSOLEUMS MUST NOT BE FILMED OR PHOTOGRAPHED, NOR SHALL DISTINCTIVE MONUMENTS OR STATUARY BE FILMED OR PHOTOGRAPHED IN THEIR ENTIRETY.**
4. Should any photos in connection with the work for which permission is hereby granted be considered for publication or used for promotional purposes, the Woodlawn Cemetery reserves the right to examine, review and approve all photos prior to said publication. The Woodlawn Cemetery also reserves the right to require site credit when appropriate.
5. All vehicles and personnel must use the Jerome Avenue Entrance; upon arrival the production crew must check in with security and designated staff.
6. All vehicles, equipment, sets, etc. must be removed from the Cemetery each day at the close of production.
7. All vehicles and heavy rolling stock must be restricted to roadways and must not cross lawn areas.
8. No roads will be closed off to traffic by vehicles and equipment without the permission of the Cemetery.
9. Production company agrees to use reasonable care to prevent damage to the Cemetery grounds and property and will indemnify the Cemetery for such damage and hold it harmless from any claims and demands for any person or persons resulting directly from any act of negligence on your part in connection with the work for which permission is hereby granted.

Prior to receiving production approval from The Woodlawn Cemetery, the production company must submit the following for consideration by the cemetery:

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| <input type="checkbox"/> Summary of production which includes production dates, special considerations, description of scene to be filmed and the script for the scene. | <input type="checkbox"/> Certificate of insurance which covers General, Automobile and Equipment Liability as necessary with \$1,000,000 minimum coverage. |
| <input type="checkbox"/> Distribution Summary that details proposed use of film or photographs  |  |

AMOUNT DUE TO THE WOODLAWN CEMETERY: \$ \_\_\_\_\_

Payment should be made out to the ***Friends of The Woodlawn Cemetery***

*For The Woodlawn Cemetery*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

*For the Production Company:*

Name: _____	Address: _____
Title: _____	_____
Date: _____	_____
Phone: _____	

Return form and information to: **Fax (718) 920-1471**

**Friends at The Woodlawn Cemetery • Webster Avenue & East 233<sup>rd</sup> Street • Bronx, NY 10470**