LOCATION AGREEMENT

Written permission to film at a property. It must be signed by someone with the authority to say yes: the owner, or a manager or landlord who can speak for them.

THE PRODUCTION

Film title (working title is fine): _____

Producer (you): _____

Class and instructor: _____

Production number, if you have one: _____

Producer's phone: _____
So the location can reach you on shoot days.

THE LOCATION

Name of the place (if any): _____

Address:

_____

_____

Areas we may use: *Rooms, outside areas, rooftop, yard, hallways*

_____

_____

_____

_____

Off limits: *Rooms or items the production must not use or film*

_____

_____

Template from the LACC Cinema & Television Producer's Toolkit (lacccinematv.com/toolkits/producer/documents). Plain-language guidance for student productions, not legal advice. Not an agreement with LACC or the Los Angeles Community College District.

Dates and hours: *Each day, including setup and cleanup*

Parking, load-in and bathrooms:

Location contact on shoot days (name and phone): _____

Location fee (or "none"): _____

WHAT WE AGREE

1. **Permission.** The owner lets the production use the areas above on the dates and hours above to film, with cast, crew and equipment. Other dates or areas need the owner's OK.
2. **Showing the location.** The production may film the location and show it in the film and its publicity. Check one:
   - ☐ The location may be identified by name.
   - ☐ Please don't show the address, street sign or business name in a way that identifies the location.
3. **Changes.** The production will only move furniture, decorations or art, or make other changes, with the owner's OK, and will put everything back.
4. **Care and damage.** The production will leave the location as clean as it found it, take before-and-after photos, and pay to fix any damage the production causes. The owner will tell the producer about any damage within 7 days.
5. **Rules.** The production will follow any house rules listed here (for example: no smoking, quiet after 10 pm, where to park, pets):

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6. **Authority.** The person signing for the location confirms they have the right to give this permission.

FOR THE LOCATION

Signature: _____

Printed name: _____

Title or relationship (owner, manager, tenant with landlord's OK): _____

Date: _____

PRODUCER

Signature: _____

Printed name: _____

Date: _____