



LOCATION FILMING GUIDELINES

PERMISSION

Permission to film is allowed at the discretion of Zoo Atlanta. The project must be consistent with Zoo Atlanta's vision, mission, and values. Zoo Atlanta reserves the right to deny productions which contain scenes which are inconsistent with the Zoo's family-friendly environment, or which contain scenes which portray accredited zoos or wildlife in an inappropriate light. The project can neither hinder operations nor take away from visitors' experience. Zoo Atlanta reserves the absolute right to grant or deny permission to shoot and to determine the terms under which shooting will be permitted.

IMPACT ON THE ZOO

If at any time the production company's activities threaten to disrupt the Zoo's operations or experiences of visitors, staff or animals, Zoo Atlanta reserves the right to require the company to reschedule its activities. As well, the company will be required to make any changes or to discontinue filming if Zoo Atlanta determines that living populations are being endangered or the potential exists for damage to buildings, animal habitats, or horticulture.

SCRIPT REVIEW

Zoo Atlanta reserves the right to approve or deny use of its name or image in any context and to review the scripts and story boards for all scenes involving the Zoo for factual accuracy.

SITE REQUIREMENTS

A site tour and review of site requirements will be scheduled in advance of the shoot. If this is not possible, Zoo Atlanta's Director of Communications must review the production company's requirements via email or telephone.

Zoo Atlanta will provide the production company with up to two (2) complimentary scout site visits; fees will apply to any additional site visits requested prior to the mutually-agreed upon dates established for setup, filming, and production breakdown.

In order to maintain privacy and reduce risk to the health and safety of the animal population, behind the scenes filming will not be allowed.

The crew size, number of talent and amount of equipment must be agreed upon prior to the shoot date.

LIGHTING AND ELECTRICAL NEEDS

Power needs must be directed to the Zoo's maintenance staff in advance of the shoot. Lighting restrictions may apply in certain areas of the Zoo. Exhibit lighting may not be altered.

EXHIBITS AND SET CONSTRUCTION

Zoo Atlanta exhibits may not be altered or moved in any way. Any sets brought to the Zoo must be approved ahead of time. Nothing may be permanently attached to walls or other structures. No tape may be applied to walls or exhibits. Any materials brought into the Zoo must be removed by members of the production company.

PARKING

Parking needs must be addressed in detail and in advance of the shoot. Please note, the Cherokee Avenue parking lot and the Grant Park Gateway parking facility on Boulevard are the property of the City of Atlanta, and their use requires permission from the City of Atlanta. Zoo Atlanta is not able to offer parking for production vehicles in behind-the-scenes areas.

DAMAGES

The production company is fully responsible for all damages directly resulting from its activities occurring at Zoo Atlanta during its use and for paying for all repairs deemed necessary by Zoo Atlanta.

MODEL RELEASES

The production company is responsible for obtaining model releases for Zoo visitors whenever necessary. A model release will be provided by the Zoo for any Zoo Atlanta staff or volunteers interviewed by the production company.

TRADEMARKS

The Zoo Atlanta name, its logo, and exhibit names are trademarks owned by Zoo Atlanta. Permission is granted to use these trademarks in the company's final product without alteration. Permission must be obtained from the Zoo in writing to use any of these trademarks in promotional or other materials related to the final product.

OWNERSHIP

Except as otherwise agreed, all film and photographs shot by the production company shall belong to it.

USE OF FILM AND PHOTOGRAPHS

The production company may use film and photographs shot at the Zoo only for the purposes stated in the location agreement. The production company may sell its final product for broadcast by others but may not sell individual images shot at Zoo Atlanta or provided by the Zoo separate from its product. In addition, the production company may not use images taken at or provided by the Zoo in connection with productions which do not directly involve the Zoo, without prior written consent.

CREDIT

The production company will acknowledge Zoo Atlanta in its production should it use any film or photographs shot at the Zoo.

INSURANCE

The production company will secure and supply a valid certificate of general liability insurance, as outlined in the Sample Location Agreement below.

MISCELLANEOUS

Production companies may be required to provide the following:

- Walkie talkies for Zoo Atlanta staff coordinating the shoot
- A facilities staff member and /or electrician, who will be contracted with separately, to be present throughout the duration of filming
- Their own equipment carts. Zoo Atlanta has a limited number of carts, and they may not be available for use during shoots.

CRANES AND DOLLIES

The weight of any heavy equipment and the type of tires on cranes and dollies must be cleared through Zoo Atlanta prior to shooting.

SMOKING

Smoking is not allowed in Zoo Atlanta.

NOISE

All maintenance, major construction, repairs, and custodial work occurs at times when the Zoo is closed. If sound is being recorded, Zoo Atlanta will make every effort to minimize noise from sources such as floor polishers, metal carts, vacuums, and other machinery; however, please be aware Zoo Atlanta cannot guarantee a quiet environment. Maintenance personnel must have enough time to complete all work before the Zoo opens and after the Zoo closes.

LOCATION RATES

A location rate quote will be supplied after all requested information has been received by the production company and will be determined by the size and scope of the project; use of the Zoo and projected impact on its footprint, visitors, attendance, and revenue; and the amount of projected support required from the Zoo Atlanta team to facilitate filming.

All location fees will be due in full at the time shooting begins.

ADDITIONAL INFORMATION:

For additional information on filming at Zoo Atlanta please contact:

Rachel Davis – Director of Communications

Zoo Atlanta

800 Cherokee Avenue, S.E.

Atlanta, Georgia 30315

(404) 624-2812

Email rdavis@zooatlanta.org

SAMPLE LOCATION AGREEMENT

The full amount of the location agreement is due at the time shooting begins. Checks should be made payable to: Zoo Atlanta, Attn: Accounts Receivable, and sent to 800 Cherokee Avenue S.E. Atlanta, GA 30315.

I have read the location filming guidelines and rates governing the use of Zoo Atlanta for commercial photography and agree to abide by them; I agree to pay the fees quoted.

INDEMNITY AND INSURANCE REQUIREMENTS

Commercial Insurance

1. Workers' Compensation Insurance in compliance with the applicable Workers' Compensation Act(s) of the state(s) wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes.
2. Employer's Liability Insurance, with limits of liability of not less than \$1,000,000 for each accident/disease.
3. General Liability Insurance, including contractual liability insurance, product and completed operations, personal and advertising injury, and any other type of liability for which this Contract applies with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 annual aggregate for bodily injury and property damage. General Liability Insurance must be written on an "occurrence" form.
4. Automobile Liability Insurance with limits of liability of not less than \$1,000,000 each occurrence for bodily injury and property damage if automobiles are to be used in the delivery of or in the completion of services or products. Insurance is to include all owned, non-owned and hired vehicle liability.
5. Umbrella (Excess) Insurance with limits of liability excess of Employer's Liability Insurance, General Liability Insurance and Automobile Liability Insurance in the amount of not less than \$ 5,000,000.

Property Insurance

1. Except as a direct result of the gross negligence of a Zoo Atlanta employee or volunteer, the Contractor assumes sole responsibility for loss or damage to its property and hereby releases the Zoo Atlanta, its employees, Board and volunteers from loss or damage to Contractor and its employee's tools, equipment, goods, machinery, materials, and supplies.

Conditions

The aforementioned insurance policies shall contain a provision that coverages afforded under such policies shall not expire, be canceled, or altered without at least thirty (30) days prior written notice to Zoo Atlanta. Except for insurance coverages relating to Workers' Compensation and Employer's Liability or Property, the foregoing insurance policies shall include an endorsement making Zoo Atlanta an Additional Insured under such policies and a clause that insurance is on a primary and non-contributory basis. A

copy of this endorsement and clause are to be provided to Zoo Atlanta. Certificates of Insurance showing that such coverages are in force shall be filed under this Contract by the Contractor prior to any work commencing.

The Certificate(s) of Insurance shall also contain a statement as follows:

“This/These certificate(s) of insurance conform(s) to all terms and conditions (including coverage of the indemnity agreement) contained in Contract with Zoo Atlanta” Such certificates and notices are to be sent to: Pam Taylor, Chief Financial Officer, Zoo Atlanta, 800 Cherokee Avenue, SE, Atlanta, GA 30315.

Insurance Form and Duration

All of the insurance herein specified shall be written on a form acceptable to Zoo Atlanta and shall be A.M. Best Company rated A- X or better.

Use of Premises

The Contractor shall confine its apparatus, material, and the operations of its workers to limits/requirements indicated by law, ordinances, permits, codes, and any restrictions of the Zoo Atlanta, and shall not unreasonably encumber the premises with its materials or supplies.

Protection of Work, Property and Persons

The Contractor shall adequately protect its own property from damage, will protect Zoo Atlanta's property from damage or loss, and will take all necessary precautions during the progress of the work to protect all persons and the property of others from injury or damage.

The Contractor shall take all precautions for the safety of employees, and shall comply with all applicable provisions of Federal, State, and local safety laws, building codes and any restrictions of Zoo Atlanta to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

The Contractor shall erect and properly maintain at all times as required by the conditions and work/service, all necessary safeguards for the protection of its employees, the Contractor's employees, and the public, and shall post signs warning against potential hazards.

Indemnity

Except as a direct result of the gross negligence of a Zoo Atlanta employee or volunteer, the Contractor agrees to protect, defend, indemnify, save and hold harmless Zoo Atlanta, its officials, agents and employees, from and against all losses, costs and expenses, and from and against all liability, awards, judgments and decrees, of whatever nature for any and all damage to property of others and of the parties hereto, their officers, agents and employees, and of whatever nature for any and all injury or injuries (including death) to any person or persons including the officials, agents and employees of the party hereto, arising or in any way growing out of any of the acts or omissions whether of the Contractor, the Contractor's officers, agents or employees or of any tier of the Subcontractor, the tier's officers, agents or employees, in connection with the performance of the work under this Contract.

If I am signing this agreement as representative of the commercial photography company, I agree to be bound by the terms herein.

Photographer/Representative

Date

Zoo Atlanta Representative

Date