



The State of Alabama has identified the film industry as an economic stimulator. It is the desire of the Alabama Historical Commission (AHC) to provide for the use of its historic sites to accommodate photography and filming when practicable. In determining whether to authorize the use of historic sites for commercial photography and filming, primary consideration will be given to protecting the natural and cultural resources, reducing disruption of normal public use and recovering expenses incurred by the department. For commercial photography or film ventures, it also will be the agency's intent to generate revenues from location fees or to benefit in other ways from the promotion of the photography or filming through partnerships with the photographers or producers. **It is AHC Management's discretion to waive fees based on promotional value to the agency.** Legitimate news coverage will not be assessed a fee.

- 1) **Application** - Individuals or Companies applying for approval of photography or film shoots should obtain an *Application for Commercial Photography/Filming* from the historic site intended as the shooting location. At a minimum, page 1 of the application must be completed and submitted to the site director for approval.

Depending on the scope of the photography/filming project, it may be necessary to complete the entire four-page application. This generally includes those shoots which impact site visitors by restricting access or closing public areas or facilities; require access to restricted areas or facilities; require special hours; require site staff supervision or oversight; require restoration of site resources; involve the use of artifacts or historic structures (see note on historic sites below); have potential liability issues; or have the potential for profit or commercial gain. **It is the discretion of the site director if all four pages are to be completed.**

The completed application is to be returned to the site director for approval. Due to the time it may take to process, the application should be returned a minimum of one week prior to the requested shoot date. More involved projects should be returned at least six weeks prior to the requested shoot date.

- 2) **Site Director Approval** - The site director has the authority to approve certain types of requests after notification of the historic sites director and marketing & public relations manager; site director is responsible for notifying the applicant of the status. The site director has the authority to shut down shoots that violate conditions of use.
- 3) **Agency Approval and/or Preparation of Contract** - Depending on the scope of the photography/film request, it may require approval from the Alabama Historical Commission and/or a separate contract. For this reason, requests should be submitted well in advance of the shoot date.
- 4) **Historic Sites, Artifacts or Structures** - Applications that involve historic artifacts or structures must be approved by the historic sites director. Depending on the scope, other requirements may apply to photography or filming that involves historic sites, artifacts or structures.
- 5) **Location/Shooting Fees** – Commercial photography or film shoots often require fees to be paid to the agency, based on certain guidelines. Fees, if charged, will fall into two categories: location fees and shooting fees, and must be collected by the site director in advance. Shooting fees are assessed to recover expenses related to use of the site, such as any use requiring site staff supervision or oversight. It is AHC Management's discretion to waive fees based on promotional value to the agency.



Date \_\_\_\_\_ Name of Project \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Title \_\_\_\_\_ Organization or Company Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

I am applying for permission to \_\_\_\_\_  
(Detailed description of activity – use additional sheets as needed)

At \_\_\_\_\_  
(AHC historic site, facility and location within site)

Time(s) and date(s) to film \_\_\_\_\_

List of equipment and personnel you will bring \_\_\_\_\_

Intended use of photos/film (Please be specific and include whether the project has potential for profit or commercial gain.)

How will recognition be given to the Alabama Historical Commission and/or the historic site?  
\_\_\_\_\_ No \_\_\_\_\_ Yes (explain) \_\_\_\_\_

**\*Credit line preference is “(insert name of historic site), a historic property of the Alabama Historical Commission”**

It is AHC Management's discretion to waive fees based on the promotional value to the department.

**Does the proposed photography/film shoot (check all that apply):**

- Impact site visitors by restricting access or closing public areas or facilities?
- Require access to restricted areas or facilities?
- Require special hours?
- Require site staff supervision or oversight?
- Require restoration of site resources?
- Involve the use of artifacts or historic structures?
- Present potential liability issues?
- Have the potential for profit or commercial gain?

**If you answered "Yes" to any of the above, complete the remainder of this form. If not, turn to pages 5 & 6 and sign.**

**Type of Project (check all that apply):**

- Advertising Stills  Commercial Video/Photo  Feature Film/TV Movie
- TV Series/Pilot  Documentary  Commercial  Music Video
- Public Service Announcement  Infomercial  Industrial  Print Publication
- Other (explain): \_\_\_\_\_

**Summary of project**

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**Site Information**

Total number of days on site: \_\_\_\_\_ Prep: \_\_\_\_\_ Shoot: \_\_\_\_\_ Hold: \_\_\_\_\_ Strike: \_\_\_\_\_  
Night work:  No  Yes (explain) \_\_\_\_\_

**Shooting Schedule by Location/Facility**

Dates/Times

Location/Facility

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**Set Dressing or Other Structures Proposed**

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**To request off-road activity or interior use of building(s), attach detailed information.**

Electrical Needs \_\_\_\_\_

Road(s) to be used \_\_\_\_\_

Closure Requested \_\_\_\_\_ Running Shots \_\_\_\_\_ Driving Shots \_\_\_\_\_ Drive-bys \_\_\_\_\_

Wet Down Road \_\_\_\_\_ Equipment on Road Shoulder \_\_\_\_\_ Equipment on Median \_\_\_\_\_

Other

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**Personnel and Vehicles**

Total # Cast & Crew \_\_\_\_\_ Name of Producer \_\_\_\_\_

Names of Photographer and/or Director \_\_\_\_\_

Personal Cars \_\_\_\_\_ Large Trucks \_\_\_\_\_ Other Trucks \_\_\_\_\_ Vans \_\_\_\_\_ Camera Car \_\_\_\_\_ Picture Cars \_\_\_\_\_

Motor Homes \_\_\_\_\_ Other Vehicle(s) \_\_\_\_\_

Base Camp Location \_\_\_\_\_

**Special Activities**

Children \_\_\_\_\_ No \_\_\_\_\_ Yes # of Children \_\_\_\_\_ Age Range \_\_\_\_\_

Animals \_\_\_\_\_ No \_\_\_\_\_ Yes On-site Accommodations \_\_\_\_\_

Waivers provided for participant's \_\_\_\_\_ No \_\_\_\_\_ Yes

Special Effects \_\_\_\_\_

Stunts \_\_\_\_\_

Other Unusual or Hazardous Activities (explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Insurance Company (Certificate may be required) \_\_\_\_\_

Federal Tax I.D. Number \_\_\_\_\_

**Provide supplementary information as needed for consideration of application (attach additional pages).**

If approved by the historic site, this constitutes an agreement between you and your company and the Alabama Historical Commission for the use of the requested historic site(s) at the dates and times indicated for the purposes set forth herein and for no other purpose. In using the historic sites, you and your company agree to comply with all applicable laws and regulations. You and your company also agree to abide by all rules of the site unless specific written permission is granted in advance. Rules include: no entering unauthorized areas; no firearms, weapons or explosives; no disturbing visitors; and abiding by operating hours. Public areas will remain open to the public during filming. You and your company agree to restore the sites and/or facilities used for the shoot to a condition satisfactory to the Alabama Historical Commission, and agree to pay for any damage to the sites and/or facilities resulting from the shoot. A site director must be present when filming artifacts. The site director has the authority to shut down unauthorized shoots or approved shoots that violate conditions of use.

You and your company are required to show proof of liability insurance covering the shoot. If so required, you and your company agree to obtain such insurance in amounts and carrier acceptable to the site.

You and your company agree that no modifications to the facilities, including cutting down trees, may be made without the prior written consent of the historic site.

**Waiver of Liability:** You and your company agree to release, indemnify and hold harmless the Alabama Historical Commission, its Board, and its officers, employees, agents and designated representatives from and forever promise not to sue them on any and all claims, demands, rights, actions or causes of actions, liabilities, losses, damages, costs and expenses (including reasonable attorney's fees), whether known or unknown, which might arise out of or in any manner relate to the use of said historic site, including damage to or injury or death of any person(s), (whether it be myself or another person), animal(s) or property.

You and your company agree to pay the shooting and/or location fees assessed by the historic site in accordance with the site's application fee guidelines prior to the shoot. If payment is not received by the historic site prior to the shoot, you agree that the site may refuse to permit the shoot to proceed. When sites are closed because of hazardous weather or other emergencies or it is otherwise determined to be in the site's best interest, the site reserves the right to cancel the use of the facilities.

I hereby affirm that the above information is complete and accurate, and that no false or misleading information or false statements have been given. I have full authority to represent the Applicant/Production Company and the project described above. I and my company agree to comply with the terms and conditions set forth above.

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Applicant's Signature Date

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Site Director's Signature Date

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Historic Site's Director Signature (if required) Date  
Historic Site's Director MUST be notified

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Marketing & PR Manager Signature (if required) Date  
Marketing & PR Manager MUST be notified

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Executive Director Signature, Alabama Historical Commission (if required) Date

**Shooting/Location Fee(s) Recommendation and Explanation**

**(To be completed by Site Director)**

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I have reviewed the shooting and/or location fees set forth above and I and my company agree to pay the fees in full prior to the start of the shoot.

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Applicant's Signature

Date

**(Applicant:** Do not sign this block until the amount of fees has been added by the historic site. Your check should be **made payable to Alabama Historical Commission** and delivered to site director in advance of the shoot. Credit card is also an acceptable payment method.)