

Filming at The Providence Athenaeum Proposed Guidelines and Fees

Thank you for considering The Providence Athenaeum as a possible filming location. The purpose of these guidelines is to simplify the process of planning and executing a film shoot on the Providence Athenaeum's site.

Before a shoot can be confirmed, your production company must give us the specific days and locations that you are requesting. Confirmation depends on the availability of the desired location, availability of personnel, and the schedule of The Providence Athenaeum's events.

Once approval has been given to film at The Providence Athenaeum, a representative from your company must complete a final technical walk-through of the desired locations with the Providence Athenaeum's Executive Director or designee.

A film shoot is confirmed only when a contract has been signed by the authorized representatives and we are in receipt of your security deposit, a check for the full amount of the location fee, an insurance certificate and a signed contract. These must be in our possession at least 7 days prior to the shoot.

- I. **Locations:** Most areas of The Providence Athenaeum, subject to availability, may be used for filming: However, filming in the special collections/rare book area(s) requires special permission.

Fees: The fees charged by The Providence Athenaeum are as follows and are detailed in these guidelines. They include filming, damage deposit, insurance, security, and staff assistance.

Cancellation Fee: A fee equal to 12 hours of the regular location fee rate will be charged if the cancellation occurs after the contract has been signed.

Filming:

(Interior) \$500.00 per hour (Features); \$375.00 per hour (Television and Commercials); or \$5,000.00 per day (12 hour day).

(Exterior) \$450.00 per hour (Features), \$350.00 per hour (Television and Commercials); or \$2,500 per day (12 hour day).

Still Photography:

(Interior) \$250 per hour; daily rate upon request

(Exterior) \$150 per hour; daily rate upon request

The location fee is based on an hourly or daily rate. The time covered by the contract begins when the first production vehicle arrives until the last one leaves on the day(s) of the shoot. The rates are determined by the location used (exterior and/or interior). If both locations are used, the higher rate will apply.

Notes: It is important that The Providence Athenaeum have access to all facilities. Permission to film on site is contingent upon the film agreement to allow some access to all locations where filming is taking place.

- III. **Script Approval:** A program script must be submitted prior to the commencement of filming so that The Providence Athenaeum can ascertain that such filming will not damage the reputation or image of the institution.
- IV. **Security Deposit:** A security deposit check of \$1,000.00 made out to The Providence Athenaeum must be received with or prior to the signing of the contract. The security deposit may increase depending on the size of the shoot and will be refunded in full after satisfactory inspection of the filming location by Providence Athenaeum officials.
- V. **Insurance:** The producer shall take out and keep in full force and effect through the term of the agreement, general liability insurance including without limitation contractual liability insurance and tenants legal liability insurance, against claims of personal injury, bodily injury including death, property damage or loss arising out of the operations of the producer of not less than 5 million dollars (\$5,000,000) in total coverage. The Providence Athenaeum shall be named as an additional insured on this policy. The producer shall deliver to The Providence Athenaeum a copy of these insurances, or certificates of insurance relating thereto, at least seven days prior to the location shoot.
- VI. **Fire Permit:** Under all circumstances the production company is responsible for notifying the Providence Fire Department.
- VII. **Parking:** The producer shall obtain all necessary city permits. Vehicles and equipment associated with filming must be parked in locations that do not block designated fire lanes or access to fire protection equipment (e.g., fire hydrants), Fire Department connections, or emergency exit routes. In addition, vehicles cannot park in handicapped spaces, blocking handicapped ramps, or in The Providence Athenaeum spaces designated by a sign. When feasible, vehicles should be parked in locations that have minimal effect on pedestrian traffic. Where vehicle parking will affect pedestrian traffic, film crews will be expected to set up appropriate signage and safety barriers (i.e. cones) to alert pedestrians to potential hazards.
- VIII. **Construction:** Temporary construction shall be conducted in a fashion that shall neither damage Athenaeum property nor in any way endanger staff or visitors. All such construction that requires the alteration of a building's interior or exterior must be approved by the Providence Athenaeum Board in advance of the project. All construction, equipment set-up, and other activities associated with filming must be conducted safely and in accordance with OSHA and Fire Department standards. As such, employees associated with the film project must wear personal protective equipment and apply safety procedures that will ensure their safety as well as that of Providence Athenaeum employees and visitors.
- IX. **Placement of Filming Equipment:** Filming equipment (i.e., cameras, tracks, props, generators, and electrical cords) shall be set up in a fashion that does not create safety hazards. Film crews must take steps to ensure that the placement of such equipment does not result in tripping hazards, fire hazards, blocked exits, or other safety concerns. Protective matting is required over all cords which cross walkways.
- X. **Fire Protection Equipment:** Any fire protection equipment for purposes of filming must be coordinated with The Providence Athenaeum officials in advance of the project.
- XI. **Facilities:** The production company is to furnish their own electricity (generator), trash receptacles, sanitary facilities, and phones. Dining areas for actors and film crews shall be set up

in areas determined by The Providence Athenaeum representative. The selection of such areas will take into consideration the safety of pedestrians, the obstruction of emergency exits and fire lanes, and damage to the grounds.

- XII. **Security:** All television and film production companies are required to hire our security officers (security company which is affiliated with the Athenaeum) that are present during the production company's stay on site. It will be the responsibility of the film company, where required by the Police and Fire Department, to procure the services of on-site safety officers for ensuring the safety of their personal property.
- XIII. **Staff Assistance:** There will be a \$105 per hour/per person fee for the Athenaeum Location Liaison (s) to assist the film crew on the actual day(s) of production, set-up and strike. If the Athenaeum has to close to accommodate filming, the film company will reimburse the Athenaeum for personnel costs, estimated at \$1,500.00 per day. In addition, the Athenaeum will be reimbursed for any expenses incurred notifying members of the anticipated closure. With a membership base of approximately 1000, mailings range in the vicinity of \$600.00.
- XIV. **Additional Assistance:** Due to the historical nature of the building, any arrangements for the services of electricians, plumbers or other technical help must be discussed with The Providence Athenaeum officials in advance of any work. Billing and payment for such services will be between the production company and the specific trades employed.