

**Georgia Department of Natural Resources - Wormsloe State Historic Site
Photography Policy, Application, and Procedures**

All visitors to Wormsloe who would like to conduct professional, commercial, or any potentially “for profit” photography or filmmaking must fill out a DNR application and apply to the site manager or his designee for a permit. Two weeks notice is required. Additionally, applications must be submitted for any photography that may interfere with the operation of the site, or any project that may have an effect on the integrity, branding, or public image of the historic site. **All photographers and their subjects must pay regular admission fees in addition to any location or special shooting fees.** Please direct all specific questions concerning this policy to the site manager. **DRONES ARE STRICTLY PROHIBITED.**

Still Photography Location Fees:

Portraits/weddings/private use	\$25 per day
Local release/coverage	\$100 per day
Regional/National release/coverage	\$200 per day
Catalog/Magazine shoots	\$250 per day

Motion Photography Location Fees:

Local release/coverage	\$150 per day
Regional/National release/coverage	\$250 per day
Major Motion Pictures	\$500 per day

Special Shooting Fees:

Outside regular hours of operation (requires supervision of one or more rangers)	\$25.00 per hour minimum per park ranger
Special or sensitive areas with supervision (requires supervision of one or more rangers)	\$25.00 per hour minimum per park ranger
Significant impact of normal site operations	Fee determined by site manager

Additional Information:

It is up to the site manager’s discretion to determine if a photographer must fill out an application. The site manager or his designee must review all applications before assessing fees and issuing permits. Liability insurance may be required for photography and filmmaking at Wormsloe.

For shooting in special or sensitive areas, shooting outside regular hours of operation, or any shooting that requires other special arrangements or considerations may result in additional fees. A clean up or maintenance fee will be assessed if the site is not left as it was found.

Low-quality or amateur “snapshot” photography and “home movie” filmmaking is excluded from the provisions of this policy. It is up to the discretion of the site manager or his designee to determine what constitutes this type of photography. The use of props, costumes, actors, extras, crews, special photography equipment, etc. will require an application and permit.

The land beyond the trees on the left (east) side of the oak avenue is privately owned and is not open to the public. Permits issued by Wormsloe SHS are not valid in that area.

Wormsloe reserves the right to waive or reduce any and all fees or other requirements of this policy in special cases if determined by the site manager to be of benefit to the site.

Signature of Applicant _____ **Date** _____

**Application for Photography/Filming
Parks & Historic Sites Division
Georgia Department of Natural Resources**

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 Wormsloe State Historic Site

Time(s) and date(s) to film _____

List of equipment and personnel I will bring _____

Intended use of photos/film (please be specific) _____

Does the proposed photography/film shoot (check if applicable):

_____ Impact site operations (restricting access, closing public use areas/facilities, etc.)?

_____ 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, historic structures, or landscapes? **(including the Oak Avenue)**

_____ Present potential liability issues?

_____ Have the **potential** for profit or commercial gain? (including personal portraits, weddings, etc.)

Type of Project

____ Editorial Stills ____ Advertising Stills ____ Other Stills ____ Stock Video/Photo
____ Feature Film/TV Movie ____ TV Series/Pilot ____ Documentary ____ Commercial
____ Music Video ____ Public Service Announcement ____ Infomercial ____ Industrial
____ Other (explain) _____

Summary of scene(s)

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

Set Dressing or Other Structures Proposed

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

Electrical Needs

Lighting _____ Reflector _____

Road(s) to be used _____

Closure Requested _____ Running Shots _____ Driving Shots _____ Drive-bys _____

Wet Down Road _____ Equipment on Road Shoulder _____ Equipment on Median _____

Other

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 _____

Special Effects

Stunts

Other Unusual or Hazardous Activities (explain) _____

Insurance Company (Certificate may be required) _____

Federal Tax I.D. Number _____

Will recognition be given to the Georgia Department of Natural Resources and Wormsloe SHS?
_____ No _____ Yes

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

For applicants not conducting professional or commercial photography or filmmaking:

I affirm that this photography project is strictly “not-for-profit” and that none of the resulting photography will be sold or used for marketing, promotions, or other publicity. The resulting photography will be used strictly for private or personal purposes. No money, goods, or services have been exchanged between any parties in regard to the creation or transfer of the photography in this project.

Applicant’s Printed Name _____

Applicant’s Signature _____

Date of Application: _____ Date of Shoot: _____

For applicants conducting student projects:

I affirm that this photography project is to fulfill the requirements of coursework from an accredited educational institution and that the resulting photography will not be used for any other purpose. I have attached a copy of the course syllabus and/or a written letter from my instructor that details the requirements of this student project.

Applicant’s Printed Name _____

Applicant’s Signature _____

Date of Application: _____ Date of Shoot: _____

If approved by the department, this constitutes an agreement between you and your company and the department for the use of the requested facilities at the dates and times indicated for the purposes set forth herein and for no other purpose. In using the facilities, 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-use 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 department, and agree to pay for any damage to the sites and/or facilities resulting from the shoot. A museum manager must be present when filming artifacts. The site manager has the authority to shut down unauthorized shoots or approved shoots that violate conditions of use.

At the discretion of the department, you and your company may be required to obtain liability insurance covering the shoot. If so required, you and your company agree to obtain such insurance in amounts and carrier acceptable to the department.

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 department.

Waiver of Liability: You and your company agree to release, indemnify and hold harmless the Department of Natural Resources, 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 state park or 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 department in accordance with the department's application fee guidelines prior to the shoot. If payment is not received by the department prior to the shoot, you agree that the department may refuse to permit the shoot to proceed. When facilities are closed because of hazardous weather or other emergencies or it is otherwise determined to be in the department's best interest, the department 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.

Applicant's Signature **Date**

Site Manager's Signature **Date**

Region Manager's Signature (if required) Date
Region Manager MUST be notified

Headquarters Staff Signature (if required) Date

**Shooting/Location Fee(s) Recommendation , Explanation, or Additional Notes
(To be completed by Site Manager)**

Notes: _____

Total fee assessed for this project: \$ _____

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

Applicant's Signature **Date**

(Applicant: Do not sign this block until the amount of fees has been added by the department. Your check should be made payable to "Wormsloe State Historic Site" and delivered to site manager in advance of the shoot.)

Reminders for approved applications (please initial beside each item):

- _____ Applicants must keep their permits on their person when conducting the project and produce it when asked by a staff member.

- _____ No parking is permitted under the live oaks along the avenue. You may temporarily stop on the gravel road itself to unload equipment.

- _____ Unless otherwise noted by the site manager on this application, the oak avenue must remain open to vehicle and pedestrian traffic at all times.

- _____ Please do not climb any trees or suspend anything from their limbs. Please do not disturb any plants or animals on the site.

- _____ Any sort of ground disturbance (i.e. digging holes, raking topsoil, planting stakes, etc.) is strictly prohibited.

- _____ The project may not interfere with normal site operations unless the application specifically permits such activity.

- _____ DNR Staff members may inspect or observe photography and filmmaking proceedings at any time to ensure policy compliance and resource protection. Full cooperation is expected.