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):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
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

<table>
<thead>
<tr>
<th>Dates/Times</th>
<th>Location</th>
<th>/Facility</th>
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</thead>
<tbody>
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Set Dressing or Other Structures Proposed

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

**Electrical Needs**

<table>
<thead>
<tr>
<th>Lighting</th>
<th>Reflector</th>
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**Road(s) to be used**

<table>
<thead>
<tr>
<th>Closure Requested</th>
<th>Running Shots</th>
<th>Driving Shots</th>
<th>Drive-bys</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Wet Down Road</th>
<th>Equipment on Road Shoulder</th>
<th>Equipment on Median</th>
</tr>
</thead>
</table>

**Other**

Personnel and Vehicles

<table>
<thead>
<tr>
<th>Total # Cast &amp; Crew</th>
<th>Name of Producer</th>
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</thead>
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**Names of Photographer and/or Director**

<table>
<thead>
<tr>
<th>Personal Cars</th>
<th>Large Trucks</th>
<th>Other Trucks</th>
<th>Vans</th>
<th>Camera Car</th>
<th>Picture Cars</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Motor Homes</th>
<th>Other Vehicle(s)</th>
</tr>
</thead>
</table>

**Base Camp Location**

**Special Activities**

<table>
<thead>
<tr>
<th>Children</th>
<th>No</th>
<th>Yes</th>
<th># of Children</th>
<th>Age Range</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Animals</th>
<th>No</th>
<th>Yes</th>
<th>On-site Accommodations</th>
</tr>
</thead>
</table>

**Special Effects**

**Stunts**

**Other Unusual or Hazardous Activities (explain)**

<table>
<thead>
<tr>
<th>Other Unusual or Hazardous Activities (explain)</th>
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<table>
<thead>
<tr>
<th>Other Unusual or Hazardous Activities (explain)</th>
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</table>
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.

Updated 03/01/2012