



Long Center Guidelines

Commercial Photography & Filming

All Photography and Filming of any Interior or Exterior spaces of the Long Center for the Performing Arts used for Commercial Purposes must be approved and scheduled in advance on dates and /times periods that do not interfere with previously scheduled performances or events of the Center.

Community, Public Service or Media Requests: For Press Conferences, Interviews or Promotional Installations please contact Heath Riddles/P.R. & Social Media Marketing Manager at 512-457-5115 or hriddles@thelongcenter.org for more information and schedule availability. Promotional Installations require proof of insurance.

Rates & Additional Information

A Location Agreement, Client Waiver/Release Form (if any), Certificate of Insurance and Fee Payment must be received 24 hours in advance of the film or photography shoot.

Rate Period	Commercial Filming (Including Interviews)	Commercial Still Photography	Stock Photography
Hourly	\$500.00 (2 Hour Min.)	\$350.00 (2 Hour Min.)	\$2,500.00 Fee
Half Day (4 Hours)	\$2,000.00	\$1,400.00	<u>Special Note:</u> Flat Fee, 2 Hour Maximum Period, No Photography of Long Center Logo or Name is allowed.
Full Day (8 Hours)	\$4,000.00	\$2,800.00	
Extended Day (12 Hours)	\$6,000.00	\$4,200.00	
Non-Profit/Educational	Quoted Upon Request	Quoted Upon Request	
Dressing Rooms or Production Spaces	Quoted Upon Request	Quoted Upon Request	

Additional Fees: Building Operations/Supervision is required to assist and coordinate activities during Load-in/Load-out periods (2 hour min., \$35.00/hour). Security may be required before/after building hours (9 AM – 5 PM) or when deemed necessary by the Long Center (4 hour min., \$27.50/hour) Housekeeping charges may apply for certain types of shoots (2 hour min., \$25.00/hour). Additional services quoted upon request if required.

Location Agreement & Insurance: A Location Agreement as well as a Certificate of Insurance is required (listing the City of Austin and the Long Center as Additional Insured’s on Clients Policy - Liability & Property Damage Insurance with \$2 million aggregate must be provided, see page 2)..

Credit & Naming: The Long Center for the Performing Arts shall be recognized and listed as an appropriate credit for any image (still, film or internet appearance) of the Exterior or Interior of the Building or Grounds. The appropriate *Recognized Name* of all Rooms and Areas of the Long Center shall be used or identified in credits when possible.

CERTIFICATE OF INSURANCE REQUIREMENT INFORMATION:

On or before Execution of the Location Agreement, Licensee will provide to the Long Center a Certificate of Insurance (provisions below). Licensee will require all of its contractors and agents to carry appropriate levels of insurance, including workers' compensation, before allowing such persons to work or perform in the Licensed Space.

- A policy of comprehensive general liability (public) insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to Licensee's use of the Licensed Space with a minimum combined single limit of not less than \$1,000,000 per occurrence for injury to persons (including death), and for property damage with an aggregate of not less than \$2,000,000;
- A policy of automobile liability insurance covering any vehicles owned and/or operated by Licensee, its officers, agents, and employees with a minimum of \$1,000,000 combined single limit; and worker's compensation insurance in the amounts required by applicable law covering Licensee's employees and contractors.

All insurance and Certificate(s) of Insurance will contain the following provisions:

- Name Long Center and the City of Austin as additional insured's as to all applicable coverage with the exception of workers compensation insurance
- Provide for at least forty-five (45) days prior notice to Long Center and the City of Austin for cancellation, non-renewal, or material change of the insurance
- Provide for a waiver of subrogation against Long Center and the City of Austin. All insurance companies providing insurance required by this Agreement will be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

IMPORTANT INFORMATION – USE OF FACILITY:

The Long Center does not provide or secure any equipment, supplies or technical labor related to Commercial Filming or Photography shoots.

The Center's Furniture, Fixtures or Bars may not be removed or re-positioned by client without prior consent and any tables or chairs required must be requested in advance of shoot.

Surfaces where hair/make-up/wardrobe will occur must be fully protected with matt or other protective coverings. No surfaces or walls of the Center may be decorated, altered or have material affixed without the prior consent of the Long Center.

Client must have a "hard stop" of all activities and remove any equipment, materials or trash form the facility prior to or exactly at the conclusion of the License Period (No Exceptions).