

OTIS

OTIS COLLEGE OF ART & DESIGN - GOLDSMITH CAMPUS LOCATION SHOOT RATES AND GUIDELINES

RATES

Still Photo: \$2,000 per day*

Moving Commercial: \$4,000 per day*

Major Motion Picture: \$5,000 per day*

*PLEASE NOTE: venue use charges and additional staff charges may also apply!

INSURANCE REQUIREMENTS

A comprehensive policy of liability and property damage insurance of at least two million dollars (\$2,000,000.00) covering the general liability and two million dollars (\$2,000,000.00) covering property damage is required. The policy shall insure, protect and name Otis College of Art and Design, its officers, employees and Trustees, and your company as additional insured against all claims, liabilities, and/or litigations arising out of or connected with your use of the premises. (A sample of a Certificate of Liability has been attached.)

AVAILABILITY

Otis' priority is to preserve its academic integrity and does not allow shooting if it will impact classes that are in session. Availability will be determined after the inquirer informs Otis of the exact dates and times for the shoot.

CONTACT AND PROCESS

Inquiries should be directed to Kathy Lake in the Otis Institutional Advancement Office at klake@otis.edu or 310-665-6860. Requests are often reviewed by the Otis Senior Team to determine the impact and benefit of the film shoot.

Walkthroughs and facilities tours are provided to the requestor with advanced notice, and are conducted by a representative from the Otis Operations & Facilities department. Questions regarding the production crew's facilities, electrical, and set-up needs should be addressed during this meeting.

Once the request is approved and the Location Manager is ready to firm up the booking, a Location Agreement will be drawn up by the Chief Facilities & Operations Officer. Both parties will need to sign.

A Certificate of Liability Insurance will need to be presented with the contract.

Payment to Otis is due at the time of the Location Shoot.

Shooting Day Contact: A representative from the Otis Operations & Facilities department will be the onsite liaison. Contact information will be provided in advance of the shoot.

Parking Information: Parking for production trucks and vans cannot be provided on the Otis property. Parking of crew cars may be arranged onsite, but is dependent on the actual date and time of shoot.