

## ***Protocol for Film Crews & Commercial Still Photography***

Eastern State Penitentiary is a National Historic Landmark, and care for its preservation is a primary focus of all activity on the property. This protocol will help insure the safety of the workers and property during work at the site.

1. A single member of the film crew will be responsible for making these this protocol understood by the film crew, and enforcing it. That person will be the primary contact for Eastern State staff during the film shoot. Copies of this agreement will be given by the supervisor to all staff on the work crew.
2. A location fee of \$2,000 / day will be paid to Eastern State Penitentiary Historic Site, Inc.
3. All work at Eastern State must be completely reversible. The film crew may not nail into/ damage any existing materials or structure without approval from the historic site staff and City of Philadelphia Historical Commission. This prohibition includes, but is not limited to:
  1. Nailing or driving screws into any surface.
  2. Placing tape on any painted surface.
  3. Painting (intentionally or unintentionally) any surface.
4. Smoking is prohibited anywhere on the property, including exterior spaces within the complex. All members of the film crew must leave the property to smoke.
5. Crew members must keep the door to the outside locked or staffed at all times. Do not leave the door to the street unlocked and unattended. No exceptions.
6. Anyone entering the property must sign a waiver. A designated member of the film crew will collect these waivers from the rest of the crew.
7. The following additional guidelines apply to all shoots with a crew of ten or more people:
  1. The crew must provide a Production Assistant or Security Officer to staff the front gate at all times during the shoot.
  2. The crew will provide the Historic Site and the Production Assistant or Security Officer with an all-inclusive list with the names of every person who

will enter the property during the shoot (all crew members, contractors, caterers, talent etc.).

3. The Production Assistant or Security Officer is responsible for making sure each person entering the Penitentiary Complex is included by name on the list provided by the crew.
4. The Production Assistant or Security Officer is responsible for making sure each person entering the Penitentiary Complex has completed a site waiver. The PA or Security Officer will collect the signed waivers and issue each person with an identification badge or bracelet provided by the crew.
8. Crew members may not wander outside work areas.
9. Crew members may not bring guests onto the property without prior permission.
10. Crew members must store all flammable material (gasoline, etc.) outside building.
11. Crew members may not remove any materials from the Historic Site that was not brought in by the contractor, including “trash,” rubble, artifacts, or souvenirs.
12. There can be no nudity, semi-nudity, or sexually explicit images filmed at Eastern State Penitentiary.
13. A signed copy of this protocol, along with a copy of the certificate of insurance (details listed above) and a complete list of all locations where filming will take place must be returned to the Historic Site no less than 24 hours prior to the shoot.

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Title

\_\_\_\_\_

Company

\_\_\_\_\_

Signature

\_\_\_\_\_

Date