



Film & Photo Rental Request Form

photo@easternstate.org | 215.236.5111 x 210

Contact Name: _____ Company: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Project Name: _____

Type Of Project: _____ Still photography _____ Video _____ Both

Provide a brief description of your project: _____

Describe why have you chosen ESPHS as your preferred location: _____

Date Requested for Shoot: (must be at least 3 weeks in advance) _____

Alternative Dates: _____

Start Time: (before 10am or after 5:30pm, time includes set-up and breakdown) _____ End Time: _____

Total Number of Attendees: _____

This includes all attendees present such as photographers, assistants, models, make-up artists, chaperones, teachers, etc.

List the equipment you would like to bring on site: (including cameras, lights, generators, props, etc.)

List the costumes, make-up and props you would like to bring on site:

List the locations you would like to shoot:

Please see the Film and Photography map for approved areas licensed by the City of Philadelphia. Staff is not able to grant access to additional locations. Some areas may be periodically closed for maintenance, construction, repairs or other reasons. Final location requests are due no later than 1 week before your shoot.

Would you like a site technician on site during your shoot? _____ Yes _____ No

Limited electricity is available in the penitentiary. Accessible electric outlets are noted on the Film and Photography map. Due to their location, breaker boxes are not accessible; therefore, any tripped breakers will remain off. A site technician is able to turn on and off ESPHS lights and reset tripped breakers. Only lights that are controlled by a switch (Center, Cellblock 4, South Corridor and Baseball) can turn on or off with out a site technician. Other lights, including those that are controlled by timers, cannot be turned on or off unless a technician (\$30/hour) is present for the shoot. Most lights controlled by timers turn off at 9 pm. Please note that the technician is not able to provide equipment or help with load-in or strike.

About Your Rental

During your shoot your group will be the only site rental in the building. However, staff members or contractors may be working in the building.

ESPHS does not provide programming for film and photography site rentals. The client is responsible for creating a shoot list. During the site rental, the staff member(s) will be with your group to help you navigate the spaces you have selected. The client will have to stay with this staff member(s) at all times. The rental includes two complimentary admissions to ESPHS to scout the site during public hours. Please note that location requests must be submitted for approval no later than one week prior to your shoot.

- All work at ESPHS must be completely reversible. The client may not nail into/damage any existing materials or structure. This prohibition includes, but is not limited to:
 - Nailing or driving screws into any surface
 - Placing tape on any painted surface.
 - Painting (intentionally or unintentionally) and surface.
- Smoking, including e-cigarettes, is prohibited anywhere on the property
- There can be no nudity, semi-nudity, or sexually provocative or sexually explicit images or any content in conflict with the mission of ESPHS filmed/photographed at the penitentiary.
- The building cannot be identified as or portray ESPHS without proper approval.

A deposit of \$200 (or 50% whichever is greater) will be required at the time of booking. The final balance is due in full one week before your shoot.

A 100% refund will be issued for any shoot cancelled more than three weeks in advance for Monday-Thursday rentals. Rentals scheduled for Friday-Sunday must be canceled six weeks in advance for a full refund. There are no refunds for cancelations after these time periods. Three weeks notice must be given to reschedule a rental on Monday-Thursday and six weeks notice for Friday-Sunday. Shoots rescheduled without the proper notice will incur a 25% rescheduling fee (50% rescheduling fee for Friday-Sunday) of the total fee. Dates and times available for rescheduled shoots are subject to availability and management approval. If you arrive late for your shoot, any time that has passed from your original start time will be forfeited. You may shoot for the remainder of the time you have booked but no discount or refund will be issued. If you fail to appear for your scheduled no refund will be issued. There are no refunds or rescheduling available due to weather.

Some areas may be periodically closed for maintenance, construction, repairs or other reasons. There are no refunds or credits if areas are closed the day of your shoot. If there is an attendance changes after your final balance has been paid, there are no refunds. If on the day of your rental there are additional attendees your credit card will be automatically charged. All requests for additional time must be made at least one week in advance and are subject to availability. ESPHS reserves the right to cancel any shoot in case of emergency as determined by management. In such case, all fees will be refunded.

Eastern State Penitentiary Historic Site is a National Historic Landmark, and the care for its preservation is a primary focus of all activity on the property. All facility rentals are reviewed by ESPHS Operations Team, and will be booked at the discretion of the organization. Any rental that is in conflict with the mission of ESPHS will not be permitted.

By signing below, _____ agrees that the information provided is complete and correct, and that no false or misleading information has been given. The signee will be the primary contact for this rental, and will be held responsible for distributing and adhering to all rules and regulations of ESPHS during this rental.

Signature

Date

Failure to abide by the above terms and conditions will result in the immediate cessation of the rental and cancellation of the agreement, with no refund of payment of any form of compensation.