



# SUNDANCE SQUARE

Please submit completed form to [Info@SundanceSquare.com](mailto:Info@SundanceSquare.com). You will be notified of approval and/or further questions.

## PHOTO SHOOT & FILMING NOTIFICATION FORM

Person or Group Making Request: \_\_\_\_\_

Contact: \_\_\_\_\_

Name			
Day Phone	Evening Phone	Mobile Phone	Fax
E-mail Address	Mailing Address	Zip	

\_\_\_\_\_ Website Address if Professional Photographer

Name of Client: \_\_\_\_\_

Nature of Shoot: Please check appropriate box and provide complete, written details of intended usage.

- Interior
- Exterior
- Still Photos
- Film
- Commercial
  - Feature Film/Documentary
  - Print Advertising (List Publications)
  - Broadcast Advertising (List Stations)
- News (Name Program and Network)
- Charitable/Not for Profit
- Individual

Details:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ to \_\_\_\_\_

Requested Site(s): Please be very specific. (Street address, intersection, or venue)

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Generally describe type of equipment that will be used and number of pieces (still cameras, video or film cameras, lighting, generators, vehicles, booms, etc.):

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Total Number of people involved in shoot: \_\_\_\_\_

Cast Members \_\_\_\_\_

Crew Members \_\_\_\_\_

Event Vehicles (other than passenger cars/SUV's) on property:

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**Please note:** If the photographer/client will be conducting a shoot on Sundance Square property and/or bringing his event vehicle(s) onto the private property, the individual or company must complete a License Agreement form containing an indemnity provision, and provide a Certificate of Liability Insurance (naming the property owners as additional insured) prior to any photo work on site.

Approved by: \_\_\_\_\_  
Tracy Gilmour, Director of Marketing

Date: \_\_\_\_\_

**Please carry this completed and approved form with you during your photo shoot.**

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**FOR OFFICE USE ONLY**

INSURANCE COLLECTED: YES / NO  
INSURANCE APPROVED: YES / NO  
PARKING INFORMED: YES / NO  
SECURITY INFORMED: YES / NO