



(t) 021 426 5355 | www.livingonlocation.co.za | PO BOX 15675 | VLAEBERG | CAPE TOWN 8010
Elkay House building | 186 Loop Street | 4th floorstudio | CAPE TOWN

TERMS AND CONDITIONS- STILL SHOOTS

Times on Location

A normal FULL day stills is 10 hours AND 5 hours for a HALF day. General hours are 8am to 1pm and 1pm to 6pm. Other times can be negotiated, please speak to us. Times are calculated from first man on set to last man off. If this gets abused, overtime will be charged at 20% of the full fee per hour. Please advise clients of the overtime penalty.

Impact on Location

General industry norm is a stills shoot constitutes no more than 15 people on location with no more than 2 vehicles, with minimal equipment. Please advise if extra people, vehicles, trucks, catering tables and large cumbersome equipment will be on location. We then have an opportunity to warn and discuss this with the location owners. Prices will be quoted accordingly if the shoot is any larger than indicated above.

Cancellation policy

Cancellation of **confirmed** bookings must be done within the least amount of booked time on location. Eg a 2 day booking must be cancelled 48 hours in advance.

Should a booking be cancelled with less than the minimum notice, a cancellation fee of 50% of the total booking fee will be charged.

If cancelled within 24 hours for a 1 day shoot, a 50% cancellation fee is automatically levied.

Not arriving on location will result in a 100% cancellation fee being applied

Please enquire when cancelling a confirmed booking as to whether a cancellation fee will be applicable.

Awareness on Location

Please inform your production managers, location managers of the specific rules and awareness that needs to be adhered to our locations. If there are any specific rules relevant to a location, over and above the ones mentioned below, these will be relayed to you at the time of booking. General awareness and mindfulness on our locations include:

- no smoking on location, not even outside in gardens
- removal of all rubbish off set on departure (no rubbish to be left on location- not even in their bins)

Our locations say it all



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- use of the location's music system, TV or telephone, wireless only permitted if requested from the owner, and permitted
- use of fireplace, swimming pool, kitchen facilities (cooking), all by prior arrangement only
- no sleeping in beds, use of linen, towels, models on beds or similar without prior approval
- Please do not help yourself to foodstuff, milk, tea coffee, sugar, washing up liquid, soap, toilet paper on location. Supply your own.
- respect at all times to be given to the owners and or housekeepers placed in charge for the duration of your shoot
- Take Polaroid's of where items of furniture, décor items, kitchen utensils etc are originally placed on location. In the event that goods are moved- PLEASE RETURN TO ORIGINAL POSITIONS!
- The location must be thoroughly cleaned. We can arrange cleaners at your cost if necessary. Please discuss this with us, within reasonable time frames.
- Location to be left as you found it, or even better!

Neighbourly awareness

For shoots that spill over from the actual location onto public space (the street or other) - it is the responsibility of the production company to advise the neighbours a minimum of 48 hours before the shoot by letter drop. Letter must include all the dynamics of the shoot including call times, predicted wrap times, contact details, parking arrangements, etc. This letter drop has to have been done in order to apply to the Film Office for your permit to have vehicles in the street.

Insurance

All Production Companies are required to produce proof of insurance cover – **full public liability which covers breakages or damages on set as well as personal injury**. We can quote you on insurance should you not have cover. Please note that should there be any damage to either location or its contents during the shoot, the Production Company / client will be held responsible.

Confirmation of a shoot serves to confirm that any damage will be repaired or replaced, within reason, within a 14 day period of the shoot. Please note that any excess on your insurance policy is for your account – the location owner nor Living On Location shall be held responsible for any damage, loss, theft, injury or death sustained on the property whatsoever.

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By booking a location with Living On Location the Production Company/ client hereby indemnifies the home owners, Living On Location or any affiliates thereof and accepts full responsibility for any damages or loss to either location or its' contents, or injury or death to any crew or guests during the period of an agreement.

Images on our database/ website

Some of our locations were styled for the photos on the website. Elements of the locations can change over time. Eg gardens, décor, furniture pieces, wall colours. **We therefore insist that before booking a shoot, the client and photographer view the location.** Where possible, we will update our photographs and advise you of any changes, however, Living On Location cannot be held responsible if the location does not look exactly like the photos on our website and database.

Payment

Payment for the use of one of our locations is due PRIOR to location access. Please email proof of payment to your consultant and copy info@livingonlocation.co.za.



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