

# Location Filming Guidelines

**Mission: Adventure \_ Conservation \_ Education**

The Cincinnati Zoo & Botanical Garden is pleased to consider requests to film a commercial, television show or movie, or to use the Zoo as a location for a magazine ad. The Zoo is willing to assist in advertising and/or publicity needs of individuals and organizations within the community and throughout the nation under the following guidelines:

## Permission

The Cincinnati Zoo & Botanical Garden is a public zoo. Our visitors are entitled to experience the entire Zoo with minimum distraction. Permission to film or photograph for commercial purposes is granted subject to certain conditions. The project must be compatible with the education, recreation, research and conservation goals of the Cincinnati Zoo. Permission can be obtained only from the Zoo's Media Relations Department.

\*Please note that the Zoo reserves the right to grant or deny permission to shoot and to determine the terms under which shooting will be permitted.

## Location Fees

- **Facility Fee (Video)** -- \$250/HR with a maximum of 8 hrs, or \$2,000 per day
- **Facility Fee (Photography)** -- \$125/HR, with a maximum of 8 hrs, or \$1,000 per day
- **Animal Care Staff Fee** -- \$100/HR (Required for all shoots including animals)
- **Security Guard** -- \$80 (\$20/HR, 4 hours minimum)
- **Electrician** -- \$30/HR

All payments shall be made prior to the beginning of the shoot.

Payment types accepted: Certified or Cashiers Check, Money Order (No Personal Checks)

Make payable to:

Cincinnati Zoo & Botanical Garden  
3400 Vine Street, Cincinnati, OH 45220-1399  
ATTN: Media Relations Department

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### **Requests and Approval**

At least one week written notice is preferred whenever possible; however, the Zoo will make every effort to accommodate last minute shoot requests. All scripts must be approved by the Zoo's Media Relations Department. The Zoo reserves the right to approve or deny use of the Zoo's name or image in any context and to review and approve all scenes involving the Zoo.

### **Shooting Times**

All shooting must take place during regular Zoo operation hours (9 a.m. to 5 p.m., Monday through Friday), unless otherwise specifically approved by the Zoo. In such event, an additional fee will apply.

### **Conduct**

The shoot shall be suspended or cancelled in the event that, in the sole discretion of the Zoo, the shoot is damaging, destroying or injuring any plants, animals or property at the Zoo, or is likely to do so, interfering with the public's use and enjoyment of the Zoo.

### **Site Visit**

A site visit and review of on-site requirements must be scheduled between Media Relations staff and members of the crew in order to address and agree upon all shooting locations, building access and parking needs. Any behind the scenes shooting must be agreed upon during the site visit or prior to the shoot date. The size of the crew, number of talent and amount of equipment must be agreed upon at the site visit or prior to the shoot date.

### **Exhibits and Props**

Limited set construction may be permitted. Any sets brought into the Zoo must be approved ahead of time. Nothing may be permanently attached to the walls or other structures. No tape may be applied to walls or exhibits. Any materials brought into the building must be removed by members of the production crew. No animals are to be brought onto Cincinnati Zoo grounds.

Power supplies are limited in certain areas of the Zoo. Power needs must be discussed prior to the shoot. Lighting restrictions may apply to certain areas of the Zoo. In most areas, additional lighting is allowed. Exhibit lighting may not be altered without permission from a member of the animal department.

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### **Sound**

If sound is being recorded, we will make every effort to minimize noise, but please be aware we cannot guarantee a quiet environment.

### **Storage**

All space on Zoo property has a designated purpose and is at a premium. We regret that no storage of any kind can be provided on site prior to or between filming sessions, with one exception: by prior agreement: some lighting set-ups behind the scenes that may be required on multiple days may remain in place during the duration of filming.

### **Parking**

The Zoo cannot provide extensive parking. As on-site parking for production vehicles is extremely limited, parking needs must be addressed in detail and in advance of the shoot.

### **Damages and Insurance**

The production company is fully responsible for all damages occurring at the Zoo during its use and for paying for all repairs deemed necessary by the Zoo. The production company must carry workers' compensation insurance and a general liability policy with limits of at least \$1 million. Depending upon the circumstances, the production company may be required to obtain additional coverage, to name the Zoo as an additional insured and to furnish a certificate of insurance to the Zoo.

### **Model/Talent Releases**

The production company is responsible for obtaining model releases whenever necessary.

### **Ownership and Copyrights**

Except as otherwise agreed, all film and photographs shot by the production company shall belong to it. A copy of the final product shall be given to the Zoo for archival purposes. All film and photographs will include credits to the Cincinnati Zoo & Botanical Garden. All film and photographs will be for a one-time only usage unless otherwise noted. All film and photographs produced by any individual or group for class projects or educational purposes may NOT be used for commercial purposes and must adhere to all aforementioned guidelines without exceptions.

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### Catering

Sodexo, the Cincinnati Zoo's official caterer/concessionaire, offers full catering services. Additional private facilities at the Zoo may be reserved at an added cost. For more information regarding catering and reservation of meeting space, call Group Sales at (513) 559-7739.

### Additional Information

For additional information on location shooting at the Cincinnati Zoo & Botanical Garden, please contact:

Tiffany Sands, Marketing and Public Relations  
Cincinnati Zoo & Botanical Garden  
3400 Vine Street  
Cincinnati, OH 45220-1399

(513) 559-7724  
FAX: (513) 487-3336  
[Tiffany.sands@cincinnati-zoo.org](mailto:Tiffany.sands@cincinnati-zoo.org)

OR

Chad Yelton, Marketing Director  
Cincinnati Zoo & Botanical Garden  
3400 Vine Street  
Cincinnati, OH 45220-1399

(513) 559-7744  
FAX: (513) 487-3336  
E-mail: [chad.yelton@cincinnati-zoo.org](mailto:chad.yelton@cincinnati-zoo.org)

