

Location agreement

A template, not legal advice. Written for a short film made in the UK under the law of England and Wales; check it with a lawyer before you rely on it for anything that matters, and change it for Scotland or Northern Ireland if that is where you are.

Film (working title)	
Producer / production company ("the Producer")	
Producer's address and phone	
Owner / person entitled to grant access ("the Owner")	
Owner's address, phone and email	
The property (address; which rooms, grounds or areas)	
Dates and hours (including prep and strike)	
Fee (or none)	£
Owner's representative on the day (name, phone)	

The agreement

1. Access. The Owner grants the Producer, its cast, crew, equipment and vehicles access to the property on the dates and hours above to prepare, film, photograph and record sound for the Film, and to remove everything afterwards. If filming is not finished on those dates because of weather, illness or events outside the Producer's control, the Owner will agree further dates in good faith, on the same terms.
2. The recordings. The Producer owns every recording, photograph and sound recording made at the property and may use them, and the property's appearance, name and any signage, in the Film and in its trailers, stills, publicity, festival and competition entries and any promotion, in all media whether now known or invented later, throughout the world, without limit of time and without further payment. The Producer need not depict the property accurately or at all, and need not identify it.
3. Care of the property. The Producer will leave the property as it was found, ordinary wear excepted; will not make any alteration without the Owner's agreement; will make good or pay for any damage its cast, crew or equipment cause; and will follow the Owner's reasonable instructions about the use of the property, noise and neighbours.
4. Insurance and indemnity. The Producer holds public liability insurance of at least £5,000,000 and will show the certificate on request. The Producer indemnifies the Owner against claims for injury to people or damage to property caused by the Producer's cast, crew or equipment at the property, other than any caused by the Owner's own negligence or by a defect in the property the Owner knew of and did not disclose.
5. The Owner's promises. The Owner is entitled to grant this access and these rights, and no one else's consent is needed (or, where it is, the Owner has obtained it: a landlord, a managing agent, a co-owner). The Owner will not interrupt filming during the agreed hours except for safety, and will tell the Producer in advance of any hazard at the property.
6. Cancellation. Either party may cancel on notice before the first date; the Producer will pay only for costs the Owner has reasonably incurred in reliance on this agreement. This agreement is the whole agreement about the property and can be changed only in writing signed by both parties.
7. Law. This agreement is governed by the law of England and Wales, and the courts of England and Wales have exclusive jurisdiction.

The Owner	For the Producer
Signed:	Signed:
Name:	Name:
Date:	Date:

Attached

- ☐ The risk assessment for the property (on the paperwork page)
- ☐ The insurance certificate
- ☐ A plan of the areas in use, parking and the unit base
- ☐ The permit, where the film office or council issued one