

FILMING AND COMMERCIAL PHOTOGRAPHY IN CITY OF ALEXANDRIA

Requirements and General Information

- **Fees:** There are no rental fees required for reservations for filming. Film producers are billed for actual costs directly associated with required make-ready activities and specific request(s) or needs.

Examples: electrical hook-ups, preparatory activities by promoter request, specific security or site needs, after-hours requests, etc.

- **Insurance Requirement Overview.** Read the insurance requirement documentation online, and provide to your insurance company so they may bind an appropriate policy.

Commercial General Liability Insurance with a minimum limit of \$500,000 CSL per occurrence for coverages A & B. The policy shall be endorsed to add the City of Alexandria as an additional insured and Thirty (30) day notice of cancellation in favor of the City of Alexandria. Waiver of right of recovery against others.

Additional insurance requirements may be requested *dependent upon the nature of the filming activity after receipt of the filming request form.*

- **Notification** of affected property owners may be required dependent upon activities.

Application Process

1. Complete and submit a fully detailed "APPLICATION FOR FILMING/COMMERCIAL PHOTOGRAPHY" (available online).

NOTE: - A Site Plan May be Required Dependent Upon the Scope of Activities

2. Central Louisiana in Film (CLIF) will coordinate with the appropriate site manager to review the details of your activities, recommend modifications or approval, and issue approvals.

3. Submit Proof of Insurance (due AFTER proposal approval).

NOTE: Please make sure to fully assess the requested site, additional coordination will be required if your filming will affect public use of any public spaces, properties, etc. Providing ample details will help expedite your request for approval.