

Location Release Form for Video Shoots

Instructions

This Location Release Form must be completed by the location's Administrator to verify permission to conduct video recording(s) at a particular location. It does not apply to recordings on government property, which may require permits.

Location Release for [Name of the LOCATION]

For [Purpose or Name of Event]

The undersigned ("Administrator") hereby grants to the Agency for Healthcare Research and Quality (AHRQ) and [Contractor] (collectively known as the "Producer") the permission, right, and license to photograph, record, audiotape, and videotape at this location (known as the "Premises")

located at

for a media production ("Project") tentatively titled

Under the terms of this agreement, Producer is permitted to occupy and use the Premises for the period . During this period, Producer may place all necessary sets and equipment on the Premises, including possibly blocking some doors (but not emergency exits), and running extension cords through the hallways.

Producer agrees to exercise reasonable care to protect the Premises from damage and to leave the Premises in the condition in which they were found. Producer warrants that it carries liability insurance that covers the presence of production employees and the operation of equipment on the Premises. Producer further warrants that it will hold the Administrator harmless from, and indemnify against, any injury to any person(s) that may occur on the Premises as a result of Producer's activities [this provision applies only to the Contractor].

Under the terms of this release, unless Administrator has asked for specific exceptions, any pictures or recordings taken of the Premises, including those of any signs that may appear on the property, will become the sole and exclusive property of AHRQ in perpetuity. AHRQ will retain the full and irrevocable right to produce, copy, distribute, exhibit, and transmit the pictures and recordings by means of broadcast/cablecast,



Agency for Healthcare Research and Quality
Advancing Excellence in Health Care • www.ahrq.gov

AHRQ Pub. No. 24-DTP009
April 2024

digital audio or video, DVD, print, internet, or virtually or by any other electronic or mechanical method or medium now known or hereafter invented. The Administrator's successors and assigns shall have no right to bring legal action against Producer for any use of the pictures or recordings.

Administrator represents and warrants that Administrator has the full authorization to grant Producer the permission and other rights granted herein. Administrator understands that Producer is relying on Administrator's consent and agreement herein for Producer to proceed with preparation, production, and exhibition of the Project. Administrator agrees to indemnify and hold harmless the Producer, Producer's employees, agents, assigns, and successors from and against any loss, damage, cost, and liability resulting from any breach by Administrator of any of the terms hereof.

[If there is any fee or other compensation being paid to the location for use of their Premises, note it here.]

Nothing in this agreement shall obligate Producer to use the Premises for filming or recording or to include material shot on the Premises in the Project. Producer may at any time cancel this agreement by notifying Administrator in writing of its intent not to use the Premises. [Again, if there's any compensation due, there should be something here spelling out what happens in case of cancellation by either side.]

AGREED AND ACCEPTED:

Administrator:

Name and Title:

E-Signature (type name):

Date:

Producer:

Name and Title:

Company Name:

E-Signature (type name):

Date:

Company Address: