Location Release (Sample Template)

Not legal advice. This is a free sample template from RushRadar (rushradar.com/film-permits-and-location-releases/) to help students understand what a release usually covers. Laws differ by country and state, and your school, insurer, festival or distributor may require its own form. Have it checked by your school's production office or a qualified lawyer before use. Minors need a parent or guardian signature.

Production title: _____

Producer / production company ("Producer"): _____

School and course (if a student project): _____

Property address ("Property"): _____

Areas that may be used: _____

Owner or authorised agent ("Owner"): _____

Dates and times of use (including set-up and wrap):

_____

Fee (write "none" if no fee): _____

1. Permission. Owner gives Producer and its cast and crew permission to enter the Property on the dates above to film, record sound, and take photographs, and to bring in the equipment, props and vehicles listed in an attached note (if any).

2. Use of footage. Owner agrees that Producer may use the footage, sound and photographs of the Property, including its name, signage (unless Owner asks for it to be removed) and address details shown on screen, in the production and in its trailers, publicity, festival screenings and any distribution, in all media, worldwide and without time limit.

3. Owner's authority. Owner confirms they own the Property or have authority to grant this permission, and will tell Producer about any other permission needed (for example a landlord, building manager or neighbours).

4. Care of the Property. Producer will take reasonable care of the Property, follow any house rules written below, and return the Property in the condition it was found, apart from normal wear. Producer will promptly report any damage.

5. Insurance. Producer will hold the insurance listed here (or confirm the school's insurance covers the shoot): _____. Certificate attached: yes / no.

6. No obligation to use. Producer is not required to use any footage of the Property.

7. Credit. If Owner wants an on-screen thank-you credit, write it here: _____.

8. House rules. _____

Owner / authorised agent: Name _____ Signature _____ Date _____

Phone / email: _____

Producer: Name _____ Signature _____ Date _____

School supervisor (if required): Name _____ Signature _____ Date _____