



Terms and Conditions of the Shoot

Appendix A

1. Bookings

- Bookings for up to 7-days are permissible and these options must be confirmed or released. On the 8th day, if no confirmation has been made, these options will automatically lapse.
- The Location must be confirmed 24hrs prior to the call time of the 1st shoot day. Once 24hrs prior to the call time begins, the booking will automatically lapse.

2. Cancellations

- Cancellations of confirmed bookings must be made 18hrs prior to the 1st shoot date or a 50% cancellation fee will be charged if Shoot My House is able to rebook the Location. If not, 100% cancellation fee will be charged.
- If the Location is not used for the day/s booked and confirmed for the shoot, this will be treated as a “no show” and 100% cancellation fee will be charged.

3. Payment

- Payment is due by 5pm on the day before the initial shoot date.
- Payment is payable to Unlimited Locations t/a Shoot My House.
- Proof of payment is to be provided to Shoot My House via email red@shootmyhouse.tv by 5pm the day before the initial shoot day.
- Failure to pay before the initial shoot day will be regarded as failure to confirm the booking and 100% cancellation fee will be charged.
- Preferred method of payment is via EFT. Please contact red@shootmyhouse.tv to arrange alternate payment if your company is unable to make an EFT payment.

4. Insurance

- All Production/Stills Companies must please be sure to submit Proof of insurance cover on the Insurance Company’s letterhead for full public liability (covering breakages, damages and personal injury, etc. on set) with the Shoot My House contract.
- Any and all damages to the shoot Location and/or its contents during the shoot as well as during any prep or post work on Location are for the Production Company/Client’s responsibility and the Production Company/Client will be held liable for such damages.

- Once a Location has been confirmed for a shoot, any damage that takes place on/to the Location and/or its contents during the shoot, prep or post on Location will be repaired or replaced by the Production Company/Client within 14 days of the shoot.
- Any excess on the Production Company's insurance policy will be for the Production Company's account.
- Neither the Location Owner nor Shoot My House will be held responsible for any death, theft, loss, injury, damage and/or breakages that occurred on the property during the shoot and any prep or post work done on the Location for the shoot.

5. **Preparation**

✓ **Recce:**

- An appointment needs to be set up for all recces with Shoot My House.
- Please notify Shoot My House should a team not be able to make the appointment as scheduled or needs to reschedule the appointment.

✓ **Variables:**

- The Production Company MUST ensure that Shoot My House is made aware of ALL the dynamics and variables involved in the shoot before and/or during the shoot (if the dynamics/variables should change during the shoot).
- Please inform Shoot My House of all elements/dynamics/variables of the shoot, e.g. animals, stunts, moving in and out of furniture, any additional furniture being brought in for the shoot, explosives, Special Effects, alcohol, cooking on set, lingerie, nudity, pornography, painting, set-builds, cumbersome/possible hazardous props, etc.
- Please note that should the Production/Stills Company fail to inform Shoot My House of all necessary information, this will be seen as a direct contravention of our rules and a suitable fine based on each contravention will be levied.

✓ **Location:**

- The Production Company must have someone inspect the Location prior to the shoot and take note of problem areas, cracks, previous damage, stains, marks, etc. on/in/around the Location as well as inspect its contents.
- Kindly take photographs of the Location and its contents prior to the shoot and keep these with the above report.

✓ **Neighbours:**

- Please refer to the Red Flag Locations on our website for additional rules which apply to these areas.
- The Production Company must advise ALL neighbours of the shoot a minimum of 48hrs before the initial shoot day by a letter drop.
- This letter must inform the neighbours of all the variables and dynamics of the shoot including contact details, parking and base camp arrangements, call times, estimated wrap times, unusual/impeding equipment, shoot date/s, animals, special effects, etc.
- Should the Production/Stills Company not do the letter drop, its application to the Cape Film Office for a permit to have vehicles in the street will be unsuccessful.
- Please ensure that the generators are positioned as far away from the neighbours as possible.

6. Pricing

✓ Stills:

- Please contact us directly for a quote based on your specific shoot for an accurate cost.

✓ Film:

- Please contact us directly for a quote based on your specific shoot for an accurate cost.

7. The Shoot

✓ Crew:

- Standard film crew is 30 people.
- Standard stills crew is 15 people.

✓ Vehicles:

- Standard film shoot has 30 vehicles.
- Standard stills shoot has 2 vehicles (no trucks).
- Please refer to the Red Flag Locations for vehicle numbers.

✓ Equipment:

- Standard equipment refers to standard camera, grips and lighting packages.
- Additional equipment, including cranes, cherry pickers, bigger lighting packages/additional lights, special effects, etc. must be brought to the attention of Shoot My House.
- Additional lighting plugged directly into the Location's power supply where a generator is not being used for the shoot will be charged per usage.

✓ Times:

- A standard full day for Stills is 10hrs and a half day for Stills is 5hrs (half day times are negotiable)
- A standard full day for Film is 12hrs with an additional grace period of 1hr before call time for setting up and 1hr after camera wrap for packing up (i.e. 14hrs total); and a half day for Film is 6hrs.
- Above times on set are calculated by the 1st man on set to the last man off set.
- Additional overtime up to 16hrs from the time of arrival on set will be charged at 10% of the full day fee for each hour.
- After 16hrs from arrival on set, overtime will revert to 20% of the full day fee for each hour thereafter.
- Overtime fees MUST be negotiated up front.

8. Location

✓ Rules:

- Use of any of the Location's appliances, facilities, amenities and furniture, etc. is only permissible subject to prior arrangement ONLY.
- No smoking or drinking alcohol on the Location.
- Should any of the rules be contravened, the Production/Stills Company will be fined.
- Any additional rules to the above mentioned rules that are relevant to the Location of the shoot will be sent to you by Shoot My House when your booking has been confirmed.

✓ Shoot My House Photos:

- Houses, gardens, pools, etc. may change so we recommend that before making a booking, the client and/or Location Manager visit the Location.
- Shoot My House will do its best to remain updated on any changes of any of its Locations via its Location Owners however we won't be held accountable if the Location differs slightly from our website photos.
- Some of our Locations on our website were fashioned. Others are al naturelle.

9. Weather Days

- We do accept Weather Day bookings.
- If there is a cancellation because of bad weather, we do require you to use the Location on another day when the weather is suitable for the same shoot/job.
- If the Location has been confirmed for another job on your weather day, your Team will need to confirm that Weather Day as a shoot day or the Location will remain unavailable for your shoot on that day.
- A 50% cancellation fee will be charged if the Production/Stills Company does not use the Location on another day/s if they don't confirm the weather day once another confirmation is pending for the same day by another team/client. However, if Shoot My House can't make available to you another day/s on that Location, we won't charge you a cancellation fee.
- Please bear in mind that you would need to use the Location on another day within the period of that job for that Production/Stills Company and/or Client up to a maximum of 30 days.
- If you decide after you've arrived on set not to shoot due to bad weather, a 100% cancellation fee will be charged as, by stepping onto the Location, you are in agreement that the Location is yours for that day. (This can be negotiable in unusual circumstances).
- Please make sure that you confirm/cancel your Weather Day bookings at the times agreed upon when making your booking with us. If you don't let us know that you won't be using the Location on a specific day, we'll presume you are on set and shooting.

10. Night Shoots

- Please contact Shoot My House directly to book and arrange a night shoot/s on Location.

11. Post shoot

- Remove all rubbish off the set (please do NOT put it in the Location's bins).
- Please ensure the Location is cleaned scrupulously and returned to its original state prior to the shoot.
- Please contact Shoot My House should you require assistance arranging cleaners.
- Please respect these homes and their contents and treat them as though they are your own.

12. Contacts

- Please note that the Location Owners of the houses under our care are NOT to be contacted directly by the Production/Stills Company or any person/s hired by or affiliated with the Production/Stills Company or client or affiliated thereof under ANY circumstances.
- Please always contact Shoot My House directly to place a booking on 082 454 7888 (all hours) or red@shootmyhouse.tv. We'd love to hear from you!

