



## Greenmarket Film & Photo Shoot Guidelines

[request@grownyc.org](mailto:request@grownyc.org)

Thank you for your interest in filming/photography at a Greenmarket location. Please review the following before applying to film/photograph at Greenmarket, exceptions will not be made.

- There is a fee to film/photograph at Greenmarket. This will be determined by the Greenmarket Director based on crew size, length of shoot and disruption to the market as indicated on the "Film/Photo Shoot Request" form.
- Greenmarket will not sign off on location agreements or allow edits to our paperwork; however, we will be happy to provide invoices, receipts for payment or other documentation needed for bookkeeping purposes.
- A tripod, boom mic, camera rig, clothing rack, wiring/cables, lights, reflectors, or other similar equipment can only be used with a Certificate of Insurance on file before filming/photographing. COI's that do not meet our requirements will not be accepted. If you cannot provide a COI you must have everything handheld. **See page two for insurance requirements and required language.**
- Approval to film in the market does not mean access to film inside farmer stands. You must seek prior approval from the farmer or farm stand manager to film/photograph inside any stands. If you will be disruptive to business in a farm stand, or for more intricate film/photo shoots, there will be additional costs to compensate the farmer for loss of business.
- Crews, unless otherwise approved, can be no more than 5 people. If you have additional crew (wardrobe, hair & make up, etc.) they must be stationed outside the market and called in as needed. Other crew members cannot loiter inside or in front of farm stands or otherwise block the flow of traffic or shoppers
- Greenmarket does not provide or guarantee parking for any crew that is granted permission to film/photograph at the market.
- Do not use any market product as a prop. If you need to use a product in your shot, please purchase it.
- You will receive a film crew badge for each member of your crew when you arrive at the market. It must be worn and kept visible at all times and returned to market staff at the end of your shoot. Failure to return the badge will result in a \$25 fee for each lost badge.
- **If any of these expectations are violated, your crew will be asked to stop filming/photographing and leave the market.**

I have read, understood and agree to these requirements:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company/Organization

**INSURANCE REQUIREMENTS**

**General Liability:** minimum \$3,000,000 per occurrence

**Excess Liability (Umbrella):** minimum \$3 million and up to \$10 million for more elaborate film crew type shoots

**Workers Compensation:** Statutory Limits PLUS

\$1,000,000 Employer’s Liability each accident,

\$1,000,000 Employer’s Liability disease – policy limit,

\$1,000,000 Employer’s Liability disease each employee

**Additional Insured MUST have the following language. If your COI does not include this language as listed, it will be returned to you for revision. We will not accept any modifications to our insurance language.**

<p>For Greenmarkets located in a NYC Department of Parks &amp; Recreation site</p>	<p>Council on the Environment Inc., GrowNYC, Greenmarket, the City of New York, New York City Department of Parks &amp; Recreation, Greenmarket Staff, Customers, and Participants, are additional insured as their interests may appear with respect to film/photo shoot in the <b>[Market Name]</b> Greenmarket on <b>[Date]</b>.</p>
<p>For all other Greenmarkets</p>	<p>Council on the Environment Inc., GrowNYC, Greenmarket, the City of New York, Greenmarket Staff, Customers, and Participants, are additional insured as their interests may appear with respect to film/photo shoot in the <b>[Market Name]</b> Greenmarket on <b>[Date]</b>.</p>

*\*If you are unsure which of these apply to your shoot, please email [request@grownyc.org](mailto:request@grownyc.org)*

**Certificate Holder is:**

Council on the Environment, Inc. DBA GrowNYC

100 Gold St, Suite 3300

New York, NY 10038

For questions regarding insurance requirements please contact [request@grownyc.org](mailto:request@grownyc.org)