



Maritime Museum of San Diego Administrative Policies for Commercial Media Production

All persons interested in filming on board the ships of the Maritime Museum of San Diego must submit a written proposal. Proposal should include the following:

- Business name, person to contact and contact information for the production company
- Name of the ultimate parent company of the production company (if any)
- Proposed shot list and production schedule
- Intended use of the footage shot at the maritime museum
- One paragraph description of the project footage is to be used for including its ultimate distribution (DVD/Video, cable/broadcast television, theatrical motion picture, Advertising, Catalog, etc.)

Submit information 45 days prior to proposed shooting dates to:

Robyn Gallant
Director of Public Events
Maritime Museum of San Diego
1492 North Harbor Drive
San Diego, CA 92101

Upon approval production company must submit the following 30 days prior to shoot date along with 50% deposit*:

- Proof of current, valid liability insurance in the amount of \$1 million with the Maritime Museum of San Diego and the Port of San Diego as named insured
- Proof of current, valid workers compensation insurance covering the production company's employees while they are on museum property.
- Completed Maritime Museum of San Diego Film Production Location Agreement

*NOTE ON DEPOSITS: In order to receive a deposit refund the production company must notify the maritime museum of a cancellation at least 48 hours prior to the scheduled shooting dates. The maritime museum will refund the deposit less a 10% handling fee within 30 days of the notice of cancellation. If the production company fails to notify the museum of a cancellation within the time period specified then they may forfeit their deposit.

Maritime Museum of San Diego... 1492 North Harbor Dr., San Diego, CA 92101...(619)234-9153