

**VILLA DEL SOL**  
**LOCATION AGREEMENT FORM**

The following guidelines set the parameters within which all photographic and film shoots held at The Villa Del Sol must be conducted. By completing points 4 and 5, you are confirming your ability to comply with points 1, 2 and 3.

**1. GENERAL GUIDELINES**

- 1.1 No shoot will take place without written permission from Villa Del Sol Management.
- 1.2 All shoots held must be in line with the Villa Del Sol positioning and corporate image.
- 1.3 Should the required location involve any other parties i.e. Villa Del Sol Tenants, prior consent from the third party will also need to be obtained.
- 1.4 The Villa Del Sol and all staff thereof, will not be held responsible for any damage, loss or harm to persons or equipment during the shoot.
- 1.5 All equipment brought onto the property for the shoot will be removed immediately thereafter.
- 1.6 Use of models, extras and props will be at the expense of the Production House / Agency / Photographer.
- 1.7 No member of the public may be viewed in the shoot material without their prior consent in writing.
- 1.8 The shoot material may only be used for the purpose as detailed below. No further usage of the material is permitted without the consent of The Villa Del Sol.

**2. PHOTOGRAPHIC SHOOT GUIDELINES**

- 2.1 Lighting or any other photographic equipment may not be erected in any manner that could cause damage to The Villa Del Sol property.

**3. FILM SHOOT GUIDELINES**

- 3.1 The Photographer/ Production Company must ensure that comprehensive insurance is taken out in the event of any damage to The Villa Del Sol as a result of negligence on their behalf. Proof of such insurance is required. Dunlap Property Group Inc. and Villa Del Sol LLC must both be listed as additionally insured on the policy in the amount of 1 Million Dollars or more.

**4. SHOOT DETAILS**

Please note that full details need to be supplied for the application to be considered.

Production House / Agency / Photographer:

Contact Person:

Contact Number & Email:

Shoot type (film or photographic):

4.1 Please give a brief description of the purpose of the shoot:

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4.2 Shoot location: (which areas within The Villa Del Sol are you interested in):

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4.3 Shoot duration: (please specify times):

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4.4 Estimated amount of crew:

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4.5 Equipment / Power requirements:

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4.6 Additional requirements:

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## 5. PUBLICITY OPPORTUNITIES

Provide a brief description of the publicity opportunities that exist for The Villa Del Sol as a result of your shoot:

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## 6. LOCATION FEES

There is an hourly fee for photo shoots which may vary depending on the nature of the shoot.

## 7. CONTACT DETAILS

**The Villa Del Sol**

**Antonette Garcia, Director of Events and Operations**

**Mobile: (714) 454-7723**

**Office: (714) 879.0111**

**Email: [vdsfullerton@gmail.com](mailto:vdsfullerton@gmail.com)**

**PLEASE EMAIL THE COMPLETED FORM TO THE ABOVE EMAIL ADDRESS.**

**PLEASE ATTACH A COPY OF THE SCRIPT, IF APPLICABLE**

**The Villa Del Sol reserves the right to evaluate each request in line with the guidelines set out in this document, within 5 working days from receipt of completed application.**