



## MEDIA REQUEST FORM

Date Received: \_\_\_\_\_

<b>Production Company Name</b>		
<b>Primary Contact Person</b>	<b>Phone Number</b>	<b>Email Address</b>

<b>Requested Shoot Date(s)</b>	<b>Requested Start Time(s)</b>	<b>Approximate Duration</b>

<b>Publication or Network Name:</b>		
<b>Show Name (if applicable):</b>		
<b>Is the content family-friendly?</b>	<b>Primary focus of editorial/show?</b>	<b>Release Date</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Food <input type="checkbox"/> Travel <input type="checkbox"/> Events <input type="checkbox"/> Other _____	
		<b>Estimated Audience Reach</b>

<b>On-Property Film Locations (Select all that apply)</b> <i>* Please note that we do not allow filming inside the Cafe kitchen under any circumstances.</i>	<input type="checkbox"/> Cafe (Dining Room) <input type="checkbox"/> Cafe (Biscuit Room) <input type="checkbox"/> Cafe (Patio) <input type="checkbox"/> Cafe Exterior / Neon Sign <input type="checkbox"/> The Loveless Barn <input type="checkbox"/> The Harpeth Room <input type="checkbox"/> Hams & Jams Country Market <input type="checkbox"/> Outfitters <input type="checkbox"/> Shipping Shoppe <input type="checkbox"/> Biscuit Kitchen <input type="checkbox"/> The Smokehouse <input type="checkbox"/> Marketing Studio <input type="checkbox"/> Other _____
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**Explain the overall narrative of the editorial or episode. Be as specific as possible, including details such as host names, other locations you will visit, other brands you will feature, etc.**

**Why did you select the Loveless Cafe?**

**Is there anything specific about the Loveless Cafe you want to feature?**

**Will you need an on-camera representative from the Loveless Cafe? If so, explain the requirements of any on-camera roles.**

**Will you be bringing any large equipment (audio, lights, ladders, etc.) that could possibly be disruptive to guests in the immediate area? Please explain any temporary alterations you will need to make to our property such as installing light or sound equipment, re-arranging furniture, closing off specific areas of the property to guests, etc.**

<b>Will you provide release forms to guests who are visible in the footage/photographs taken?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Will you provide Loveless Cafe, GP with a location release?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>If filming inside the Cafe dining room, will you need a release form for the artwork on our walls?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Crew Size</b>	<b>Lead Producer who will be on-site</b>	<b>Director of Photography</b>

**What specific accommodations will be needed from the Loveless Cafe that have not already been outlined above? (Prior to filming, day-of, and post-production)**

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**COMMERCIAL PHOTOGRAPHY POLICY**

This policy applies to any photography, videography, filming or recording activities on Loveless Cafe’s property, or featuring any of Loveless Cafe’s personnel or property, for commercial, promotional or professional purposes (any and all such activities are referred to in this policy as “commercial photography”).

All commercial photography must be scheduled in advance and approved in writing by the Loveless Cafe. Unapproved commercial photography, as well as walk-in, same-day, or impromptu commercial photography, is strictly prohibited.

Requests to engage in commercial photography must be made by submitting the above Media Request Form to the Loveless Cafe. All information submitted to the Loveless Cafe must be accurate and complete. Loveless Cafe’s Executive Director, Merrell Peck, is the sole person authorized by the Loveless Cafe to approve requests to engage in commercial photography, and no such approval is effective unless given in writing by such person. The Loveless Cafe may, in its sole discretion, deny any request for approval of commercial photography.

Approved commercial photography must be conducted in accordance with any additional guidance or instructions provided by the Loveless Cafe. All crews or persons engaged in commercial photography must be accompanied by a representative of the Loveless Cafe at all times while on the property. No individual’s identity or likeness may be captured in connection with commercial photography without such individual’s express written consent and a copy of such consent delivered to the Loveless Cafe.

All commercial photography activities, and uses of audio and visual content produced from such activities, are strictly limited to the specific scope of approval granted by the Loveless Cafe. No ownership of the Loveless Cafe’s intellectual property is transferred in connection with commercial photography and all goodwill derived from the use of such intellectual property will inure to the sole benefit of the Loveless Cafe.

You agree to indemnify, defend and hold harmless the Loveless Cafe, G.P, and its employees and agents, from and against all demands, claims, losses, liabilities, damages, costs and expenses (including attorneys’ fees) arising out of or related to your commercial photograph activities or your violation of this policy. Loveless Cafe may revoke its approval of commercial photography, at any time, if the Loveless Cafe, in its sole judgment, believes that this policy has been or will be violated.

Production Company:

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*Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

Grantor:

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date of Media Request Approval*