

**Virginia Zoo Application for Commercial or Broadcast  
Photography/Videography/Recording/Art Projects**



Thank you for your interest in the Virginia Zoo. We are pleased to consider your request to use the Zoo for your project. Please complete the application and return as directed below. If permission is granted, it will be subject to adherence to the terms and policies outlined here.

**Application Procedure:**

Send application to Department of Development and Communications, ATTN: Marketing Manager, Virginia Zoo, 3500 Granby Street, Norfolk, VA 23504. No projects will be approved without a completed application.

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Shoot: \_\_\_\_\_

Time (including set up and break down): \_\_\_\_\_

Number in party/crew: \_\_\_\_\_

**Exact location(s) requested (include estimated time at each site):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of project:**

- Stock footage
- Television/online commercial
- Print advertisement
- Television/online programming
- Editorial photography
- Educational film for classroom use
- Other (please specify): \_\_\_\_\_

**Description of project, purpose and specific use, including how/where film/photographs will be distributed:**

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**Equipment (included props) involved in proposed shoot:**

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Virginia Zoo should receive a copy of photographs/film and any accompanying text.

**Terms and Conditions:**

1. **Agreement:** This application does not constitute an agreement between you and Virginia Zoo unless an authorized Virginia Zoo representative has signed the application. All agreements are subject to the terms and conditions stated.
2. **Permission:** Subject to the stated terms and conditions, the Virginia Zoo grants you and your crew permission to enter onto the specified locations at the specified times for the agreed upon activities only.
3. **Limitations:** The Zoo's permission is limited to activities stated within this application. Applicant agrees not to (1) use any photographs or other work arising from the agreed upon activity other than those purposes expressed in this application; (2) use the names "Virginia Zoo," "Virginia Zoological Park," "Virginia Zoological Society," or any of the Virginia Zoo's trademarks, service marks, logos or other proprietary marks except as expressly stated in these terms and conditions; or (3) photograph, distribute or otherwise commercialize the likenesses of any Virginia Zoo guests, patrons, volunteers or staff without each person's separate, written consent. Applicant is responsible for securing all written permissions.
4. **Location Fee:** Approval for shoot and fees are set by the Virginia Zoo based on a variety of factors, such as the nature and purpose of the project, its intended market, its potential promotional value to the Virginia Zoo, the potential disruption to the Virginia Zoo, the extent to which Virginia Zoo staff is required to support the shoot, and the extent to which the rights of the final product are shared with the Virginia Zoo.

Additional fees may be charged if additional security or staffing is required. The Virginia Zoo reserves the right to determine if additional Zoo staff is needed. Fees must be submitted no later than two working days prior to the shoot.

Checks may be made to Virginia Zoological Society, 3500 Granby Street, Norfolk, VA 23504. Credit cards also are accepted.

**Standard fees are:**

- \$500 minimum for up to 2 hours
- \$200 for each additional hour
- \$150 for up to 2 education animals (available only 1 hour)
- \$75 per hour for Zoo golf cart (subject to availability; must be operated by Zoo staff)
- \$75 per hour for additional Zoo staff other than one communications personnel

5. **Indemnification:** You agree to hold the Virginia Zoo, including its members, staff, volunteers, board and guests, harmless and indemnify them against any and all liability and loss which any such person may incur by reason of, arising out of, or related to the activity covered in this application, including without limitation, the death or injury of any person or damage or destruction to any property caused by you or any party entering the Virginia Zoo with your authorization.
6. **Insurance:** You are accountable for your actions and the actions of your crew and any damage to the Virginia Zoo facilities and property. No later than two days before the scheduled activity, **you must provide the Virginia Zoo with a valid certificate of insurance covering all participants and naming the Virginia Zoological Society and City of Norfolk as additionally insured.** If such a certificate is not provided, the photo shoot will be cancelled.
7. **Advance Notice:** At least two weeks advance notice is required.
8. **Scheduling:** Site location and time of filming/recording must be approved by the Department of Development and Communications. The Virginia Zoo and its facilities are subject to weather variations, temporary closings of buildings, and other adjustments. In these instances, the Virginia Zoo will make every reasonable attempt to re-schedule, although there will be no refund of the fees for reasons beyond the Zoo's reasonable control. Dates may be adjusted if weather is a factor, however any changes must be agreed upon by the Department of Development and Communications in advance.
9. **Escort:** All members of your crew must be accompanied by a member of the Development and Communications staff while on grounds.
10. **Access:** During regular Zoo hours, filming/recording must be conducted from public access areas in such a way as not to interfere with Zoo animals, guests or staff. At no time will access or viewing by the visiting public be obstructed. Access to or filming behind-the-scenes, within animal exhibits and/or animal care areas is not permitted without prior, written approval which may be granted or withheld in the Virginia Zoo's sole discretion. **You understand and agree that any activities conducted from locations other than public access areas involve potential contact with wild and dangerous animals and that such activities could result in injury, including death, and destruction of your property. You and your personnel hereby release the Virginia Zoo and City of Norfolk from any and all damages arising out of or related to the photo shoot.**
11. **Props:** No smoking, animals, plants, glass, straws, balloons, bicycles, rice, bird seed, flower petals, balls, Frisbees, roller-skates, roller blades, skateboards, scooters, confetti, candles or open fires will be allowed onto the Virginia Zoo property. All props must be pre-approved in writing by the Department of Development and Communications.
12. **Vehicles:** In general, vehicle access is prohibited inside the Zoo. Under limited circumstances, the Department of Development and Communications may allow a vehicle to enter the Zoo property before or after the Zoo is open to the public. In these cases, the vehicle must be issued a vehicle entry pass and be escorted by Zoo staff at all times. A six-passenger golf car (Cushman) may be rented for \$75/hour if it and a driver are available. Rentals must be arranged prior to the shoot. The Cushman is intended for passengers only and will not be used to carry supplies or props (except for items that passengers can reasonably hold on their laps such as a camera bag). The Cushman can only be operated by approved Zoo staff.

13. **Credit:** The Virginia Zoo will be acknowledged in the production, publication, website or other promotional materials when requested by the Department of Development and Communications. If the Virginia Zoo sends a written notice to cease any acknowledgement or use of the Zoo's name, applicant will do so immediately.

Photo credit to read: Virginia Zoo (logo credit is preferred).

14. **Zoo Image:** You agree that the topic or end result of the shoot will not portray the Virginia Zoo, its mission, exhibits, animals, plants, volunteers, staff or guests in a derogatory or disparaging manner.

15. **Damages:** You and your crew will not damage, destroy or remove any plants, animals or property, nor will you interfere with the public's use and enjoyment of the facility. Any damage or loss to plants, property, or animals that occurs during the filming/photography production will be assessed and charged back to you.

16. **Equipment:** Any use of electrical equipment or additional lighting must be approved in advance of the shoot. All cords or wires must be placed and guarded in such a manner so as not to alter the pathway and must eliminate risk to guests, animals, staff and volunteers.

17. **General:** The health and safety of our animals, staff and guests are our primary concern. The Department of Development and Communications staff member may elect to end filming and related activities at any time if, in his/her sole judgment, any person, animal, property, facility, or facility operation is interfered with or endangered. You understand and agree to be bound by all decisions made by the Department of Development and Communications representative.

**Please sign to confirm agreement to the terms and conditions of this application and to verify that all details about your proposed photo shoot as described in the application are correct and complete.**

**Signatures:**

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Applicant

Date

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Virginia Zoo

Date

**To be completed by Virginia Zoo:**

- First 2 hours @ \$500 ..... \$ \_\_\_\_\_
- \_\_\_\_ additional hours @ \$200/hour..... \$ \_\_\_\_\_
- \_\_\_\_ additional Zoo staff for \_\_\_\_ hours @ \$75/hour ..... \$ \_\_\_\_\_
- \_\_\_\_ hours of Cushman rental @ \$75/hour ..... \$ \_\_\_\_\_
- Up to 2 education animals for 1 hour @ \$150..... \$ \_\_\_\_\_
- TOTAL FEES DUE TO VIRGINIA ZOO: ..... \$ \_\_\_\_\_**