



**NATIONAL GHOST RANCH FOUNDATION INC  
GHOST RANCH EDUCATION & RETREAT CENTER  
Rules & Requirements for Filming & Photography**

1. All requests for permission to film/shoot on Ghost Ranch property will be referred to the Ghost Ranch Production Manager who will review the project with the Ghost Ranch Executive Director for final approval. A script, storyboards, treatment, outline/overview and written proposal must be provided for review. Style and message of project must be consistent with **National Ghost Ranch Foundation Inc** standards.
2. The production shall provide a written request for any type of fire or special FX, including the use of a helicopter or any drone usage over Ghost Ranch airspace prior to photography/filming. Special permission will be granted per the discretion of the Ghost Ranch Production Manager per the Executive Director.  
NOTE: ALL drone inquiries are required to provide FAA pilot certification prior to filming.
3. Regarding filming (feature), still photography is included within the location agreement. Regarding filming (commercial), still photo shoots conducted during filming are not included in the location agreement and will require a separate agreement/fee.
4. All location sites on Ghost Ranch and production requests will be determined and agreed to in writing prior to filming. Any changes, amendments or additional locations must be negotiated and agreed to in writing. Location fees will be determined based upon the size and type of project, production logistics, number and use of location sites and number of days of use.

**Payment is required prior to photography or filming.**

5. We encourage social media use on location and for the project duration: for Instagram, Facebook, Pinterest, and Twitter, please include: **@ghostranchorg #ghostranch #ghostranchnm**
6. The Ghost Ranch Production Manager will oversee and manage ALL projects and is required to be with the production at all times on location at Ghost Ranch. Additional days (scout, prep, tech, shoot, wrap) required for the production will be determined and billed at the Ghost Ranch Production Manager's day rate. These arrangements are separate from any location fees paid to Ghost Ranch.
7. Two copies of the final product will be provided to the **Ghost Ranch National Foundation Inc.** and coordinated by the Ghost Ranch Production Manager.

8. A Certificate of Insurance is required:

**National Ghost Ranch Foundation Inc./Ghost Ranch Education & Retreat Center  
280 Private Drive 1780  
Abiquiu, NM 87510**

The production will be required to procure and keep in effect, with insurers acceptable to the Ghost Ranch Foundation Inc, the following insurance covering Lessee, any sub-contractors or anyone directly or indirectly employed by any of them in connection with the occupancy of the premises:

A. Worker's Compensation insurance in accordance with all applicable Workers' Compensation laws.

B. Comprehensive General Public Liability insurance and Automobile Liability insurance with Limits of Liability not less than \$1,000,000 combined single limit for bodily injury and property damage. Such insurance shall be endorsed to cover the National Ghost Ranch Foundation Inc/Ghost Ranch Education & Retreat Center as an additional insured with respect to activities to be conducted under this agreement.

Coverage must include:

- 1) Premises-Operations Coverage
- 2) Product-Completed Operations Coverage
- 3) Independent Contractors Coverage
- 4) Broad Form CGL endorsement or equivalent
- 5) Liquor Liability Coverage
- 6) Coverage for all owned, non-owned and hired automobiles

C. Prior to production, the production company shall furnish certificates of such insurance providing at least 30 days advance notice to the National Ghost Ranch Foundation Inc of any material change, reduction, cancellation or non-renewal of such insurance coverage.

9. The production company shall defend, indemnify and save harmless the National Ghost Ranch Foundation Inc/Ghost Ranch Education & Retreat Center from and against any and all suits, actions, claims, damages or costs arising out of injury to or death of any employees or persons, or the loss of damage to the property of any person arising in whole or in part from the activities or actions of production company.

10. Production will observe posted speed limit signs; remain on designated roads at all times and park in pre-approved, designated areas while on Ghost Ranch property. There is a "No Mules/Gators" policy in effect at Ghost Ranch. Parking and base camp will be determined by the Ghost Ranch Production Manager.

The rule for vehicles approaching each other from opposite directions on a one-lane road is as follows: incoming vehicles have the right-of-way. Outgoing vehicles will find the nearest pull-out **AND STOP** and allow incoming vehicles to access location. **DO NOT CREATE A NEW PULL-OUT. DO NOT CONTINUE TO DRIVE ON THE SHOULDER.** Any violation of this rule is grounds for termination of the workshop and immediate/permanent removal from Ghost Ranch property at the sole discretion of the Ghost Ranch Production Manager in consultation with the Executive Director of Ghost Ranch.

All gates on specific sites on Ghost Ranch **MUST** remain closed. The Ghost Ranch Production Manager and Production will determine location site moves and use of gate monitors. Production is required to provide gate monitors depending upon size and scope of project.

11. The removal or damage (by means of writing, carving, inscribing, defacing, etc...) of any artifacts, rock walls, sandstone cliffs or archaeological piece is strictly prohibited. **Take only pictures - leave only footprints!** This is an archaeological sensitive area and is currently being preserved for archaeological review and cataloging. Any violation of this rule is grounds for termination of the production and immediate/permanent removal from Ghost Ranch property at the sole discretion of the Ghost Ranch Production Manager in consultation with the Executive Director of Ghost Ranch. The production will remain within the foot traffic paths determined by the Ghost Ranch Archaeologist. **No foot traffic is allowed beyond marked paths. Absolutely NO cutting across/short cuts etc.**
12. Alcohol, illegal drugs and non-authorized firearms are not permitted on Ghost Ranch property. Discovery of any banned items will result in the immediate and permanent removal of the responsible party from Ghost Ranch property. Smoking is ONLY allowed in designated areas. **All cigarettes must be discarded in butt cans. DO NOT EXTINGUISH CIGARETTES IN THE SAND!**
13. The production will not chase, harass or otherwise interfere with ranch cattle and/or wildlife. Animals pertaining to the production must be pre-approved prior to filming.
14. The production is responsible for removing all equipment and trash unless previous arrangements are made (and additional charges incurred).
15. The production agrees to reasonable care to protect the location. The Ghost Ranch Production Manager will make final inspection of the locations after production concludes photography/filming. Any and all property damages/expenses for will be the responsibility of the production.
16. Final approval of the project and location agreement is the responsibility of the National Ghost Ranch Foundation Inc//Ghost Ranch Education & Retreat Center by the Ghost Ranch Executive Director, in consultation with the Production Manager.
17. Any requests beyond the scope of these rules should be directed to the Ghost Ranch Production Manager.

IN WITNESS WHEREOF, the parties have set their names of the day and year written below:

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Production Company/Producer signature	Print Name	Date
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Ghost Ranch Production Manager signature	Print Name	Date
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***GHOST RANCH WELCOMES YOUR PRODUCTION!***

***Rev. Sept 2018***