



# CITATION SUPPORT

6737 Centennial Blvd  
Nashville, TN 37209  
615-298-5252  
citationsupport.com

## STAGE ONE AT CITATION SUPPORT

Physical Studio address for call sheets, maps, etc..  
6735 Centennial Blvd  
Nashville, TN 37209

## STUDIO RENTAL POLICIES

### PAPERWORK

All paperwork, signed Rental Agreement, signed Studio Rental Policies, Certificate of Insurance and Credit Card Authorization Form (if applicable) must be received in our office no less than 48 hours prior to the call time for the first day of your Studio booking.

### RATES & TIMES

Published day rates are based on a 10 hour day. The Studio clock begins with the first person in and ends when the last person leaves.

**Build or Wrap Day - \$1000**

**Build or Wrap Day OT after 10 Hours - \$100 per Hour**

**Prelight or Shoot Day - \$1500**

**Prelight or Shoot Day OT after 10 Hours - \$150 per Hour**

**Cold Room Rate (as defined in EQUIPMENT SECTION) - \$2500 on top of base room rate**

**Cold Room Rate OT after 10 Hours – Additional \$250 per Hour \*on top of base room rate OT\***

### STUDIO/FACILITY MANAGER

During Citation Supports normal business hours of 8:30am to 5pm Monday – Friday the Studio/Facility Manager is included in the day rate. Outside of these hours, including all weekend hours, the Studio/Facility Manager is mandatory and charged at \$65 per hour.

### STUDIO FLOOR AND CYC WALL PAINTING

The floor in the Studio comes as is. If you require the entire floor or a portion of the floor to be painted a fresh coat of white, black or other color it is done at your expense. You are not required to paint the floor back to anything following your job. The Cyc wall comes white and if you require painting in full or any portion it must be painted back to a matching white following your job, this also is done at your expense. We are experienced in time efficient ways to paint the floor and wall, if you hire us to handle the painting the cost is \$65 per man hour plus paint and supply costs. \*\* We must know at least 2 business days prior to your first day in the Studio if painting is required. \*\*

### ELECTRIC/UTILITY FEE

Charged as used.

## **EQUIPMENT**

Citation Support is an equipment rental facility, and as such, it is required that if equipment needed for your studio shoot (or a reasonable substitute) is in our rental inventory then those items must be rented through Citation Support and may not be brought in from a personal inventory or an outside vendor. This applies to but is not limited to the following categories of equipment:

- Lighting Equipment
- Grip & Rigging Equipment
- Camera Dollies/Sliders and Support
- Electrical Distribution / Dimming
- Production Equipment & Supplies
- Wardrobe Equipment & Supplies
- Walkie Talkies/Radios

If there are items you require that we do not stock we may be able to source them for you or assist you in sourcing them, or you can bring them in with a prior acknowledgment from Citation.

The exception to the equipment policy is if you choose to pay the **Cold Room Rate** on top of the base room rate in which case you can bring in your own package of equipment.

## **PRE JOB QUOTES & EQUIPMENT ADDITIONS**

If an equipment order is placed prior to the beginning of the Studio booking Citation will provide Production with a quote for those items ordered as well as base Studio costs. It is the responsibility of Production to keep track of equipment costs added by Production crew during Build, Prelight and Shoot days in the Studio. If budget approval is required for equipment additions, crew should be made aware by Production to ask for rates prior to making those additions. The Citation Stage Manager or other Citation employees are not responsible for notifying Production of additional equipment costs unless requested in advance by a member of the Production crew.

## **STUDIO HOLDS**

If the Studio is available for your requested dates we are happy to put a hold on it for you. Please note that we must have a current Insurance Certificate on file to hold the Studio. You will have a first hold on the Studio for your requested dates. Any other potential customers interested in the same dates can put a second hold on the Studio but you will still have first option. If at any point a second hold customer is ready to confirm those dates and sign a contract then a challenge may be issued. If a challenge is issued you will have first rights to the Studio and 24 hours to confirm and sign a contract or release the dates. If you confirm and sign a contract you are agreeing to pay the full Studio Rate plus applicable taxes for the dates of confirmation.

## **STUDIO SCOUTS & TOURS**

If you and your production team need to come by the Studio for a scout in advance of your shoot we certainly understand and are happy to accommodate. We do request that you schedule your scout during our normal business hours of 8:30am to 5pm Monday – Friday, and that scouts be kept to as minimal an amount of time as possible. Likewise, if you are not familiar with our Studio and would like to come by for a tour just give us a call in advance and we will schedule when time allows.

If you have scheduled a scout or tour with us and we get a Studio booking for that day you will need to be prepared to reschedule. We will notify you as soon as possible.

## **CLEANING FEE**

The Studio and Studio Offices should be left in a reasonably clean state following your job, any cleaning required by Citation Staff will be charged at \$65 per man hour.

Please read carefully and Sign here: \_\_\_\_\_