



COMMERCIAL FILMING POLICY AND FILMING INFORMATION

For a fee, production companies may be permitted access to the vessels or terminal facilities of the Woods Hole, Martha’s Vineyard and Nantucket Steamship Authority as a venue for filming and photographic activities. These activities must be coordinated in advance with the Authority’s Communications and Marketing Department in order to minimize impacts on the Authority’s operations and the traveling public, as well as provide advance notification to our personnel.

Any production representatives or photographers arriving on the Authority’s property without prior authorization from the Authority will be denied access to facilities and may be referred to law enforcement.

The Authority charges a flat fee per employee per hour for film/photo activities. Larger production crews may require multiple Authority employees to monitor activities. The Authority considers all persons directly associated with the film production as “production crew.” This includes agency reps, clients, talent, extras, catering reps, location scouts, etc. Each portion of an hour is rounded up or down to nearest whole hour, with a one-hour minimum charge.

These fees are payable by check or cash only.

Rates	
Low operational impact (1-5 production crew)	\$100 per SSA employee per hour (1 employee likely) + \$200 admin fee
Medium impact (6-12 production crew)	\$100 per SSA employee per hour (1-2 employees likely) + \$200 admin fee
High impact (13-30 production crew)	\$100 per SSA employee per hour (2-3 employees likely) + \$400 admin fee
30+ production crew or vessel charters	Contact the Authority to discuss

Additional requirements

- All film crews must be accompanied by a Steamship Authority employee as designated by the Communications Director and will follow that individual’s directions at all times. There are no exceptions to this policy.
- Complete filming or photo shoot within one round-trip (or one-way trip) per day if possible.
- Filming or photographing any SSA staff members in uniform, the auto deck (where cars are parked on the first level), or the loading and unloading of vehicles is prohibited.
- Disruption of passengers’ experience while traveling on board will be minimized at all times.
- Film crews must be kept to essential personnel only.
- If applicable, book your vehicle reservation(s) well in advance to avoid logistical issues with your equipment. The Authority will not provide priority reservations for filming purposes.
- Prior to filming, the following must be delivered to the Authority:
 - An Individual Release Form signed by each member of the crew.
 - A certificate of liability and workers’ compensation insurance from the film company.
 - The inclusion of the Steamship Authority as an additional insured on the above policies.



COMMERCIAL FILMING POLICY FILMING REQUEST FORM

Date of Request:	
Primary Contact:	
Phone/Email Address:	
Company/Organization:	
Address:	
City, State, Zip Code:	
Insurance Company:	
Producer Name:	
Director Name:	
Film Site Location(s):	
Date of Shoot (include rain date):	
Start and End Time:	
Number of Cast & Crew Members:	
Project Name:	
Type of Project: <small>Students - please indicate if this is a school project</small>	
Equipment to be used: <small>(cameras, sound, electrical, etc.)</small>	
Vehicle information, if applicable: <small>(list of cars, trucks, vans, etc.)</small>	
Are ferry reservations booked?	
Summary of scene(s) and/or imagery being captured:	

Steamship Authority Contact for Film/Photo Shoot Requests

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