



ON-SITE MEDIA USAGE

REQUEST FORM

Download before filling out!

Contact

Marlane White, PR & Communications Manager
mail: Lime Rock Park - 497 Lime Rock Road, Lakeville, CT 06039
email: marlane@limerock.com
fax: 860.435.5010

Updated: February 2019

LIME ROCK PARK MEDIA USE POLICY AND GUIDELINES

The following policies and guidelines are to be understood and followed by any individual or person representing an organization requesting access to film at Lime Rock Park. Download the PDF to your computer before signing or filling it out.

- 1. Usage Requests:** All requests must be made in writing using the Lime Rock Park Media Usage Request form and return prior to any deadline indicated on the form. Approval or denial of the request will be provided in writing in a timely manner. Lime Rock Park reserves the right to deny any media usage request.
- 2. Approved Media Use Requests:** Complimentary access will only be considered for recognized journalists representing news, sports or entertainment outlets in which their assignment covers a scheduled track or renter event.
- 3. Facility Usage Fees:** Media use requests that are related to testing and/or filming a vehicle or product for editorial or commercial purposes at the track, may be subject to a rental and/or emergency services fee.
- 4. Coverage Examples and References:** For verification purposes, all usage requests must include contact information for an editor, supervisor or reference. Examples of similar media coverage are encouraged.
- 5. Requirements For Testing, Driving At High Speed:** Due to insurance requirements, certain requests that include multiple vehicles, vehicle or equipment testing, car-to-car filming and/or driving at speed may require a Certificate of Insurance. In addition, emergency services personnel and corner workers may be required and a fee may be charged for supplying their services. Testing or driving at speed requires a trained driving professional behind the wheel. No speed over 60mph is allowed for media purposes. Lime Rock Park does not provide vehicles, golf carts, helmets or other equipment. Two radios will be made available. Note on the form below if you intend to do any car-to-car and/or drone filming.
- 6. Meeting Space & Catering:** The Media Center is only open during major spectator events. Indoor meeting space may be rented if prior approval is granted. Covered, outdoor meeting space is available under the Timing and Scoring Tower. Catering must be provided by the in-house provider and ordered in advance.
- 7. Safety Requirements:** Media and crew must follow all safety protocols, including attending a safety meeting with track staff, staying in approved filming areas, wearing a photo vest at all times while track-side or in the pit area. All filming equipment used on the track must be secured at all times. Filming crews must stay in contact with track staff at all times.
- 8. On-Site Media Check In:** All media personnel must check in with the PR & Communications Staff at the Track Office at 497 Lime Rock Road, Lakeville, CT, unless previous arrangements have been made. All crew members must sign a track waiver before entering the premises.
- 9. Conduct On Premises:** Any employee of Lime Rock Park has the right to revoke access to the Park at anytime if they feel that person is conducting him/herself in a non-professional manor. Media must be escorted by a track employee while on site and are not admitted on the track without permission.

By signing this document, you agree to all policies and guidelines as stated above. In conjunction, by signing this document you assume all risk and danger incidental to the sport of racing, whether occurring prior to, during, or subsequent to the actual race, including specifically (but not limited to) the danger of being injured by car parts or tires and agree that Lime Rock Park, the participating clubs and drivers and other individuals are not liable for injuries resulting from such causes. Lime Rock Park reserves the right to inspect any vehicle or package before entering the park.

Signature: _____ Date _____

Print name: _____



MEDIA USE - FILMING REQUEST FORM

Please read and sign Lime Rock Park's Media Policies and Guidelines before completing and signing this form. Please return both forms to the contact listed below. Acceptance notifications will be emailed. For track-side or on-track filming or photography access, you will be required to submit a signed, notarized Track Waiver before accessing the track. Track waivers and notary services are available at the Track Office. You may also be required to submit a Certificate of Insurance and pay a rental/emergency services fee depending on track use.

Print, Complete, then Return Form to:

Marlane White, PR & Communications Manager

mail: Lime Rock Park - 497 Lime Rock Road, Lakeville, CT 06039

email: marlane@limerock.com

fax: 860.435.5010

Organization Name: _____ Type of Media: _____

Media Representative Name: _____ Title: _____

Mailing Address _____

Mobile (_____) _____ Landline (_____) _____

Email _____ Website(s) _____

Media Distribution/Reach/Audience: _____

Name, Title & Email of Editor/Manager/et al. _____

Assignment/Purpose/Coverage: _____

List All Content Channels/Platforms/Websites The Coverage May Appear: _____

Expected Distribution Dates: _____

Desired Facility Use Dates: _____ Hours: _____

Describe Facility & Track Use: _____

AutoCross, Skidpad or Road Course?: _____

Will you at any time use the track by driving vehicles at speeds above 30mph? Y N

Catering, meeting areas, other needs: _____

If vehicles will be driven on any track at speed, a COI is required. Can you obtain a COI? Y N

Signature _____ Date _____

Internal use only: Approved _____ Declined _____ Contingent Upon _____