

Woodlawn Photography and Filming Policy

Adopted by the Hancock County Trustees of Public Reservations on 10/17/2013

Woodlawn encourages visitors to take photographs, videotape, or otherwise creatively reproduce images of the buildings and grounds for their personal enjoyment. Woodlawn's Photographic policy, set forth below, enables Woodlawn to manage the effects of these activities on normal operations and ensure the safety of our guests, the collections, and the buildings. For pictures of specific items in the collection, either for scholarly publication, commercial use, or for personal study or reference, please contact the Executive Director. The use of the interior of the house its outbuildings, or grounds, is at the photographer's -and his/her subjects own risk.

General Visitor Photography Policy

Still photography and videotaping is permitted on the grounds and in the interior of buildings of Woodlawn for private/personal, non-commercial use only. Photographs may not be published, sold, reproduced, transferred, distributed, or otherwise commercially exploited in any manner whatsoever. Use of a tripod, mounted lighting, reflectors, or other professional equipment is not permitted. Flow of visitors through the Black House or exterior along walkways must not be impeded. Plants may not be moved, cut, rearranged, or handled in any way. Collections items in the Black House or outbuildings may not be touched or moved. Flash photography is not permitted in the Black House. There is no fee for this type of photography, outside the cost of admission.

Public Relations Photography Policy

Members of the media may photograph or film on the grounds and within designated areas of Woodlawn for the purpose of news coverage that includes Woodlawn. Members of the press are asked to please contact the Executive Director prior to arrival at least 24 hours in advance, if possible. A member of Woodlawn's staff will be present to escort members of the press through the Black House and on the grounds.

Commercial Use: Photography

Woodlawn welcomes commercial use of the property for photography. Commercial photography includes, but is not limited to, professional portrait photography, such as weddings, senior portraits, or family portraits. Arrangements for such a use should be made at least one month in advance and the *On-Site Woodlawn Museum Photographic/Filming Permission Request Form* must be signed. Special arrangements to quarantine an area of the buildings or grounds from normal visitor traffic will be made on a case by case basis, with 30 days advance notice. Otherwise a)l photography should be conducted without disruption to Woodlawn's operations or limit accessibility to areas of interest to Woodlawn's visitors. Woodlawn is also available for photography after normal business hours. Woodlawn reserves the right to approve final content for anything in which images from Woodlawn or its properties appear. If pictures are to be published, Woodlawn must be acknowledged as the source. The credit line must read "Woodlawn, Museum, Gardens & Park, Ellsworth, Maine."

Arrangements need to be made in advance for a member of Woodlawn's staff to supervise all photography. Commercial photographers will be insured for general liability and provide a certificate of insurance, demonstrating such insurance coverage, for a minimum of One Million Dollars per occurrence with Woodlawn as a named insured thereon. The certificate will be submitted (30) days prior to the photo shoot for permission to be granted.

Fee Scale for commercial use for photography

	Group or Individual Portraits up to one hour	Up to 4 Hours	Up to 8 Hours	Additional hours
Grounds	\$25	\$500	\$1000	\$150 per hour
Black House	\$100	\$750	\$1500	\$200 per hour

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Commercial Use: Filming

Woodlawn welcomes commercial use of the property for filming. Commercial filming includes, but is not limited to, professional filming for motion pictures, internet videos, or television productions. Arrangements for such a use will be made at least one month in advance with a signed copy of the *On-Site Woodlawn Museum Photographic/Filming Permission Request Form*. Special arrangements to quarantine an area of the buildings or grounds from normal visitor traffic will be made on a case by case basis, with 30 days advance notice. Otherwise all photography should be conducted without disruption to Woodlawn's operations or limit accessibility to areas of interest to Woodlawn's visitors.

Woodlawn is also available for filming after normal business hours. Woodlawn reserves the right to approve final content for anything in which images from Woodlawn or its properties appear. If moving pictures are to be published, Woodlawn must be acknowledged as the source. The credit line must read "Woodlawn, Museum, Gardens & Park, Ellsworth, Maine."

Arrangements need to be made in advance for a member of Woodlawn's staff to supervise all filming. Commercial film companies will be insured for general liability and provide a certificate of insurance, demonstrating such insurance coverage, for a minimum of One Million Dollars per occurrence with Woodlawn as a named insured thereon, and will be submitted (30) days prior to the photo shoot for permission to be granted.

Fees for commercial use of the property for the purpose of filming will be negotiated on a case by case basis. However, a 50% non-refundable deposit based on the negotiated fee is required before filming session occurs.

Photographic/Filming Permission Request Form

Name:

Date of Request:

Address:

Institutional Affiliation:

Telephone: (H) (W)

Purpose of Photographic requested:

(Check any/all that apply)

- Personal use only
- Illustrate a scholarly paper or publication
- Exhibition
- Illustrate a commercial publication
- Other commercial distribution
- Identification or comparison with other material
- Media project
- Promote tourism
- Artifact reproduction
- School or university project
- Other

Date and Time Requested:

Location: Grounds/Outbuildings Black House

I hereby request permission to photograph or film on or within the premises of the Woodlawn Museum including the grounds and Black House as described above. I acknowledge that I have read the conditions described in the *Woodlawn Museum Photographic Policy and Guidelines* and agree to them. Should this request be granted, I agree to pay any fees for which I will become liable or for which I may become liable should the use I intend for these photographic materials change. Further, I understand that permission to photograph on Woodlawn Museum property and the payment of any service fees DOES NOT convey permission to publish, and that separate application must be made for publication rights.

Signature

Date

Request Approved By

Title

Date

Subject to the following fees and/or special conditions:

Woodlawn Museum use only:

Non-commercial Use

Commercial Use

Public Relations Use

Payment Received

Payment Method

Approved and Completed (Y/N)