

Neely Mansion Association Film/Photo Shoot Contract

This Contract is between _____ (Company) and Neely Mansion Association (NMA), concerning the usage of the Neely Mansion buildings and property (NM) for a film / photo shoot.

1. Location/Time Schedule

A. Permission is granted to _____ for use of specified areas of NM.

Film _____ or Photography _____

Date:

Time:

Number of staff:

Area of use: _____

B. Permission is not granted for any other use.

2. Usage of Property

A. Company's usage of NM is restricted by the following conditions:

1. NMA expressly prohibits smoking inside or on the grounds of NM.
2. NMA prohibits vehicles on the front lawn.
3. Company shall take all precautions and appropriate measures to safeguard the interior, exterior, and grounds of NM.

3. Protection

- A. Heavy equipment must not be placed on any architecturally sensitive surfaces or fragile landscape areas. All floor surfaces shall be covered by protective material wherever heavy equipment is placed.
- B. No alterations of the interior or exterior finishes of NM are allowed.
- C. No flames of any kind are permitted.

4. Furnishings and Fixtures

A. Museum furnishings are not to be relocated without prior permission from NMA. Company can request temporary removal of furnishings from the permanent location, but the objects will be moved by NMA.

5. NMA Staff Role

- A. NMA staff will be present for this shoot. Any decision made by the staff during the course of the shoot will be considered final. Violations of this contract or staff decisions will result in immediate termination of this contract. Company activity and use will cease immediately.
- B. Company agrees not to enter the NM and grounds unless permission is granted, and NMA staff will be present at all times, while Company is on the site.

