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:       T i m e :

   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.
6. Insurance
A. Company is responsible for obtaining liability and casualty insurance to cover the shoot at NM, and shall assume all responsibility for liability and casualty damage incurred by its agents, staff, and employees, as well as any related damage, be it fire, theft, or casualty, to NM, including, but not limited to, the building fabric and furnishings.
B. NM will be held harmless for any responsibility of personal injury and/or property damage, or any other type of damages which may occur during the use and occupancy of NM and its grounds by the Company.
C. Company will provide NM with a certificate of insurance before photography begins.
D. NM assumes no liability for the condition of or damage to any property or equipment owned by the Company while in use or storage at NM.
E. Any accident or injury which may occur at NM to any of Company’s party, employees, or agents will be reported to NMA staff immediately, and a written report will be submitted to NMA within 24 hours.

7. Utilities
A. Company will provide for all its lighting and equipment needs while at NM and shall assume full responsibility for any and all expense involved.
B. Non-electrical illumination of any kind is not allowed.

8. Fees
   Photo shoot: $50 per hour          Film shoot: TBD per each agreement

9. Credit
A. NMA will receive appropriate credit and a copy of the publication/film.
B. There will be a written request to NMA before using these photographs/images in any other manner.

Thank you. We look forward to a successful photo/film shoot.

Please sign below to accept the terms of this contract.

___________________________________________________        Date__________________
Company

___________________________________________________       Date__________________
Neely Mansion Association