



POLICY AND AGREEMENT FOR PERSONAL AND FAMILY PORTRAITURE/PHOTOGRAPHY

This policy covers instances in which members of the public wish to utilize the Bonnet House Grounds for portraiture photography commemorating a special event (weddings, anniversaries, birthdays, bar/bat mitzvahs, etc.) whether or not a professional photographer has been employed.

Please check one:

- ___ GROUNDS ONLY. The fee for photography on the grounds only is \$150, plus 6% tax, for two hours with up to 10 guests, including vendors, such as the photographer, hair stylist and make-up artist. Additional guests are welcome at a rate of \$10 per person.
- ___ MAIN HOUSE COURTYARD AND GROUNDS. The fee for photography in the interior courtyard is \$250, plus 6% tax, for two hours with up to 10 guests, including vendors, such as the photographer, hair stylist and make up artist. Additional guests are welcome at a rate of \$10 per person. **For access to the courtyard, the renter must carry general liability insurance in the amount of \$1 million. This insurance can be purchased at www.privateeventinsurance.com and must be submitted with this policy, along with the fee. The Certificate of Insurance should name the *Florida Trust for Historic Preservation, Inc. and Bonnet House Inc.* as additional insured. Also, a refundable Damage Deposit in the amount of \$1,000 is required before the shoot. This deposit will be refunded after the shoot if no damage occurred to Bonnet House property.**

1. Additional hours are at a rate of \$50 per hour and are based on availability.
2. Applicable tax will be added to total bill.
3. Full payment in advance is required. A 50% deposit is due at the time of the booking with the remainder due 21 days prior to the first day of shooting.
4. To receive a full refund of deposit, minus a \$50 Administration Fee, Renter must provide written notice of cancellation to the Bonnet House Events Manager no later than 7 days prior to the date scheduled and reserved. A cancellation made less than 7 days prior to the shoot shall result in forfeiture of the total amount paid.
5. Hours of availability are 8:00 a.m. to 5:00 p.m. unless other arrangements have been made with Bonnet House prior to the shoot.
6. Preferably, filming is done on Monday so it does not interfere with the public tour schedule. If filming cannot take place due to weather, rescheduling must be done with the Events Manager.
7. Person in charge must check-in with Bonnet House staff upon arrival and departure.
8. Renter is expected to respect rules and regulations of Bonnet House Staff/Volunteers. Bonnet House reserves the right to remove from the premises any person behaving in a manner considered potentially harmful or detrimental to Bonnet House and/or other guests. Rudeness or excessive rowdiness will not be tolerated.
9. Vehicles must be parked in designated areas only. Vehicular access is limited to certain parts of the property. Access can be granted based on vehicle size, height and weight. A map of property limits is available through the Events Manager. The number of vehicles on property is strictly monitored. A list of vehicles is required by the Events Manager one week prior to filming.
10. Due to the historic nature of the home, photos are not permitted in the Interior rooms of the main house.

11. Artifacts, collection items and furniture of any kind may not be moved without approval. All handling of artifacts, collection items and furniture will be done by Bonnet House staff/volunteers only.
12. Renter is responsible for any damage incurred during the course of the shoot.
13. Bonnet House is not responsible for any items or equipment brought to or left on the property.
14. Parking for service vehicles essential to the event is permitted in the parking lot or on concrete pad of service courtyard. All other vehicles, including employees, must be parked in area designated by Events Manager. SERVICE ROAD MUST BE CLEARED FOR EMERGENCY VEHICLES AT ALL TIMES.
15. Renter is responsible for clean-up during and after the shoot. When renter leaves Bonnet House, it should look as it did when renter arrived. Renter is responsible for ensuring all subcontractors provide their own supplies such as but not limited to brooms, mops, cleaning supplies, extension cords, trash cans and liners. Failure to adhere to clean-up rules may result in the forfeiture of Renter's Security Deposit.
16. Smoking is not permitted.
17. Food and beverage are not permitted.
18. No open flame is allowed in the house or on the grounds.
19. Subcontractors' employees will be expected to display courteous, professional deportment at all times. Dress must be appropriate.
20. Only service animals for persons with disabilities are permitted on Bonnet House property.
21. Bonnet House provides the site only and the actual history of the site may not be used as back story or part of any script without Bonnet House's express written permission. Productions may refer to the Property or any part thereof by any actual or fictitious name other than "Bonnet House," "Bonnet House Museum & Gardens," "Birch's Place," or "the Bartlett Estate" and may attribute any real or fictitious events as occurring on the Property so long as such real or fictitious events are not ascribed to or portrayed as having occurred at a location known as "Bonnet House," "Bonnet House Museum & Gardens," "Birch's Place," or "the Bartlett Estate." Any deviation from this policy must be agreed to by Bonnet House in writing one week prior to the first shoot day.
22. Bonnet House reserves the right to refuse rental for photography that Bonnet House deems to be, in its sole discretion, inconsistent with the historic character of the property, hazardous to its on-going preservation, or contrary to its mission and/or Code of Ethics.
23. The signature below indicates that Renter has read, fully understands and shall abide by all terms of this agreement. Renter agrees to hold Bonnet House, Inc. and the Florida Trust for Historic Preservation harmless for any and all damages, injuries and/or losses occurring on its premises and to indemnify Bonnet House, Inc. and the Florida Trust for Historic Preservation for any and all claims for damages, injuries and/or losses by any of Renter's employees, guests, invitees, caterers or service contractors. As of the date listed below, this agreement is entered into between Renter and Bonnet House, Inc.

Date of Shoot: _____ Times of Shoot: _____ # of Guests: _____

Renter's Name: _____ Phone Number: _____

Address: _____ E-mail address: _____

CC Number : _____ Exp Date: _____ 3 Digit CC Security Code: _____

Renter's Signature: _____