



RULES AND AGREEMENT FOR COMMERCIAL PHOTOGRAPHY

<u>Number of people (including talent, crew and staff)</u>	10 Hours	5 Hours
Up to 30	\$2,000	\$1,000
30-50	\$3,000	\$1,500
50-80	\$4,000	\$2,000

1. Hours of availability are 7:00 a.m. to 5:00 p.m. unless other arrangements with Bonnet House have been made prior to day of shoot.
2. Additional hours will be pro-rated.
3. Applicable tax will be added to total bill.
4. Bonnet House offers tram/golf cart rental for \$100 per tram, per day, plus tax. Please ask the Event Manager for details and availability.
5. 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. Deposit is refundable 21 days before scheduled date; after 21 days the deposit is non-refundable.
6. A refundable Damage Deposit in the amount of \$1,000 is due to Bonnet House 21 days before the shoot. This deposit will be refunded after the shoot if no damage occurred to Bonnet House property.
7. Preferably, photography is done on Monday so it does not interfere with the public tour schedule. If photography cannot take place due to weather, rescheduling must be done with the Events Manager.
8. Person in charge must check-in with Bonnet House staff upon arrival and departure.
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 photography.
10. Due to the historic nature of the home, photography is not permitted in the Interior rooms of the main house. All other areas of the estate are accessible, including the courtyards and gardens.
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 must submit to Bonnet House, no later than 21 days prior to the shoot, a Certificate of Insurance in the amount of \$1 million: naming the *Florida Trust for Historic Preservation, Inc. and Bonnet House Inc.* as additional insured.
13. Renter is responsible for any damage incurred during the course of the shoot.

14. Bonnet House is not responsible for any items or equipment brought to or left on the property.
15. Renter shall respect rules and regulations of Bonnet House Staff/Volunteers.
16. Deliveries must be accepted by Renter or his/her designee and are not the responsibility of Bonnet House staff. Deliveries will be received only during normal work hours, Mon.- Fri. 9am to 5pm, unless special arrangements have been made with the Events Manager. Bonnet House is not responsible for deliveries, pick-ups or storage.
17. 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.**
18. 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 suspension of renters' right to work at Bonnet House and the forfeiture of Renter's Security Deposit.
19. Smoking is permitted in designated areas only.
20. Food and beverage are designated to the catering area only.
21. No open flame is allowed in the house or on the grounds.
22. 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 at the event. Rudeness or excessive rowdiness will not be tolerated.
23. Subcontractors' employees will be expected to display courteous, professional deportment at all times. Dress must be appropriate. Wandering or exploring the grounds unescorted is not permitted.
24. Only service animals for persons with disabilities are permitted on Bonnet House property.
25. Bonnet House reserves the right to refuse rental for photo shoots 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.
26. If food service is provided during the shoot, the caterer must provide a State of Florida Catering License and a Certificate of Insurance providing evidence of current Comprehensive General Liability Insurance in a minimum amount of \$1 million per occurrence Combined Single Limit Coverage, including Product Liability. *The Florida Trust for Historic Preservation and Bonnet House Inc.* shall be named as additional insured for the day of the event.
27. If alcoholic beverages are to be dispensed, served, sold or distributed, the caterer/vendor shall, in addition, provide Liquor Liability Insurance in a minimum amount of \$1 million Combined Single Limit Coverage. In each instance *The Florida Trust for Historic Preservation and Bonnet House Inc.* shall be named as additional insured for the day of the event.
28. The caterer shall also provide evidence of current Workers' Compensation Insurance and Automotive Liability Insurance in the form of a Certificate of Insurance.

29. 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.

Name: _____ Signature: _____

Company Name: _____ Date: _____

Address: _____ Business Phone: _____

City, State and Zip: _____ Cell Phone: _____

Date of Shoot: _____ Hours: _____

CC#: _____ Exp Date: _____

Describe what will be filmed: _____

Number of talent and crew: _____ Number of golf carts: _____