



### POLICY FOR COMMERCIAL PHOTOGRAPHY

1. Fee for photography is \$3,000 per day (12 hours); \$1,500 for half day (6 hours) or any part thereof; A rate of \$300 per hour applies for extension of hours of availability. Applicable tax will be added to total bill.
2. 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.
3. Full payment in advance is required. A 50% deposit is due at the time of the booking with the remainder due 14 days prior to the first day of shooting. Deposit is refundable 14 days before scheduled date; after 14 days the deposit is non-refundable.
4. 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 Wedding and Events Coordinator.
5. Person in charge must check-in with Bonnet House staff upon arrival and departure. Vehicles must be parked in designated areas only. No vehicles are permitted on grass east of the Wilcox Gate/Fence.
6. Access to the interior of the house is granted by special permission only.
7. Artifacts of any kind may not be moved without approval. All handling of artifacts will be done by Bonnet House staff/volunteers.
8. Renter must submit to Bonnet House, no later than 14 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.
9. Renter is responsible for any damage incurred during the course of the shoot.
10. Bonnet House is not responsible for any items or equipment brought to or left on the property.
11. Renter is expected to respect rules and regulations of Bonnet House Staff/Volunteers.
12. 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 Special Events Coordinator. Bonnet House is not responsible for deliveries, pick-ups or storage.
13. Parking for service vehicles essential to the event is permitted on concrete pad of service courtyard. All other vehicles, including employees, must be parked in area designated by Special Events Coordinator. SERVICE ROAD MUST BE CLEARED FOR EMERGENCY VEHICLES AT ALL TIMES.

14. 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.
15. Smoking is not allowed anywhere on the grounds, in the house or the courtyard.
16. No open flame is allowed in the house or on the grounds.
17. 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.
18. 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.
19. The signature below indicates that Renter has read, understands and fully agrees with the Rules and Regulations listed in this document. 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 guests, invitees, caterers or service contractors. As of the date listed below, this agreement is entered into between Renter and Bonnet House, Inc.