

## Photo Shoot Agreement

Historic Columbia Foundation will allow use of a property at the fee of \$100 for a 2 hour shoot. There will be a charge of \$50 per hour if you go over the 2 hour time frame.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Date of Photography: \_\_\_\_\_ Time: \_\_\_\_\_

Photographer (company name & photographer's name): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**THIS FORM & THE \$100 FEE MUST BE RECEIVED & APPROVED PRIOR TO THE DATE OF PHOTOGRAPHY BEING SET.**

### RULES:

- ❖ The proposed Date of Photography MUST be approved by the HCF Rental Coordinator before the date is official. If you show up on the date without prior approval by the Rental Coordinator, you will not be allowed to have your photos taken.
- ❖ The Date of Photography must be approved at least 2 weeks in advance with the Rental Coordinator.
- ❖ Any changes must be made within 48 hours of the Date of Photography (understanding that weather may cause last minute schedule conflicts).
- ❖ There is a 2 hour time limit for your photo shoot. There will be a charge of \$50 per hour if you go over the 2 hour time frame.
- ❖ Photo shoots can take place Monday- Wednesday, between 9am-5:30pm ONLY.
- ❖ Please respect the Property. If you use the rest room for changing, please leave in an orderly fashion during your shoot, keeping in mind that the building serve as HCF offices.
- ❖ The Historic Property Rental Coordinator must approve all props, if any, to be used in the photo shoot. **Please attach a list and description of props to be used in photo shoot.**

\_\_\_\_\_  
For the User

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Owner (HCF)

\_\_\_\_\_  
Date

**PLEASE COMPLETE & RETURN TO HAVE YOUR DATE OF PHOTOGRAPHY APPROVED & MAKE A COPY FOR YOUR RECORDS.**

Please note that Date of Photography is not finalized until you received final word from the Rental Coordinator.