



**APPLICATION FOR PERMISSION TO PHOTOGRAPH AND USE IMAGES OF NEWPORT RESTORATION FOUNDATION PROPERTIES**

**Applicant Name/Organization:**

NAME:

PRODUCTION COMPANY:

ADDRESS:

Project Description and Intent:

Photography or Film:

Property Requested:

Proposed date for shoot:

Number of crew involved:

Special requests or resources needed:

I agree to use the video/images taken at \_\_\_\_\_ (*property*) on \_\_\_\_\_ (*date*) according to the terms listed below:

1. The video/images will appear solely in the \_\_\_\_\_ (*insert publication/website/promotion title*). Permission to use the video/images in any other production or publication must be separately requested.
2. The location for the video/images will be credited as “ \_\_\_\_\_ (*insert property name*), A Newport Restoration Foundation Property.”
3. Permission for use of the video/images is valid only for the individual, company, or institution to whom it is specifically issued and may not be transferred, assigned, sold or otherwise disposed of without written permission of the Newport Restoration Foundation.
4. No video/images shall be distributed, published in any manner other than stipulated above and without review and written approval by the Newport Restoration Foundation. In addition, such images and information shall not be used as the basis for reproducing art works or artifacts from the Newport Restoration Foundation collection.
5. The Newport Restoration Foundation reserves the right to deny permission to publish an image from its collections to any applicant whose product is not acceptable to the Foundation for any reason.
6. It is the responsibility of \_\_\_\_\_ (*insert company name*) to secure signed releases of individuals captured on film.
7. It is the responsibility of \_\_\_\_\_ (*insert company name*) to secure insurance for any damages caused by their work to any site, landscape, collection item, and/or property owned by Newport Restoration Foundation.
8. The applicant has read and agrees to abide by all terms and conditions as described in the attached **Policy for Photography or Filming at Newport Restoration Museum Properties.**

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_

NRF Signature \_\_\_\_\_

Date: \_\_\_\_\_

## Policy for Photography or Filming at Newport Restoration Museum Properties

Permission is not given to private individuals to use, for publishing in any form, their own equipment for photography or filming within the museums, Samuel Whitehorne House or Rough Point. This policy governs professional photography or filming within the museums or on their exteriors.

1. In special circumstances only, and subject to receipt by the applicant of prior written approval by Newport Restoration Foundation (NRF), in NRF's sole discretion, photography or filming may be arranged. Applications must be fully detailed, and should particularly state the equipment, personnel and facilities involved. Submission of the application contract obligates the applicant to abide by the terms of this policy, and to the payment of the stated fees.
2. Photography and filming are permitted only under supervision by NRF staff. All costs for this supervision and any other disturbance costs, are charged directly to the applicant in addition to any fees involved.
3. Accredited professional photographers only may be commissioned by the publisher.
4. Principals and applicants will be required to fully compensate NRF for any damage to artifacts, art works, buildings, or equipment and for any injury to staff members, visitors, or other persons directly or indirectly caused by or attributable to the photography or filming undertaken. In addition, principals and applicants agree to indemnify NRF against any loss related to said damage or injury.
5. No pictures or works of art can be unframed or unmounted for photographic purposes. Works may be handled only by NRF staff.
6. Works on exhibition must be photographed where they are displayed. All works, wherever located, may not be touched or moved and all persons involved in filming or photographing in the museums are subject to the control and direction of the NRF staff at all times.
7. Works on loan to the museums may not be included in any photograph or film, directly or indirectly.
8. The maximum lighting permitted is equal to a total of 4,000 watts, at a distance of no less than 8 feet, and a maximum duration of 2 minutes. Electronic flash is permitted. No lighting equipment is available at the museums, and equipment using more than 15 amps may not be used without making special arrangements in advance and paying all additional charges for electrical and related services.

Signature of applicant \_\_\_\_\_

Date: \_\_\_\_\_

Print name and title \_\_\_\_\_