

Commercial Photographer Guidelines for Cook-Rutledge Mansion

The guidelines below detail the responsibilities of the photographers during rental events at the Mansion. These guidelines are intended to provide for both the safety of the Mansion and the enjoyment of the guests attending events.

Permission is granted for one-time use only on _____.

Users are responsible for the actions/behavior of the photographers they hire.

Photographers must telephone the Mansion prior to the event to discuss the photos to be taken and any concerns or questions they might have. The Mansion telephone number is 715-723-7181.

Photographers should ask the Mansion staff for directions to the safest, most convenient area to place equipment.

Photographers have permission to photograph only their client(s) in the Mansion, not to take photographs of the Mansion alone.

Users agree not to sell or provide for commercial use any photography containing recognizable Mansion property beyond the use agreed to in the Cook-Rutledge User Agreement without prior written permission from the Mansion board.

Furniture pieces in the Mansion are valuable and vulnerable. Roped chairs are not to be sat on, leaned on moved or touched. Wall coverings are not to be touched. Please be cautious. Many items in the Mansion are irreplaceable. When in doubt, ask the Curator.

Any and all equipment brought onto the Mansion premises by the Users is present at the Users' risk. The Mansion shall in no way be responsible for loss or damage to such equipment.

Users are fully and completely responsible for damage to objects, furniture and the Mansion building and grounds as well as for any injury to themselves or Mansion staff and visitors arising from or incident to the use of the Users' equipment, Users' acts, or from the process of photographing, filming or taping. The Users shall indemnify and hold harmless the Mansion and officers and employees thereof from, and agree to defend it or them against, any and all claims, damages, causes of action, liabilities, lawsuits, expenses and costs whatsoever, including actual attorney's fees arising out of the Users' use of Mansion premises.

I have read, understand and accept the Photographers' Guidelines as here presented and will ensure that my photographer also understands these guidelines.

Signature of User

Signature of Photographer

Please print name clearly

Please print name clearly

Date

Date