SALISBURY
HOUSE & GARDENS

2017 Private Photography Policy

Salisbury House offers an idyllic setting for photographs. Individuals interested in taking photographs on the property of our private estate must make arrangements in advance. The details of our policy for private photography sessions are outlined below.

Private Photography

Private photography sessions are intended for clients having photos taken for private, non-commercial use only. Private photography sessions are scheduled by appointment, permitted outdoor only, are scheduled in one hour increments (up to 2 hours), and require advance approval from administrative staff. Wedding photography is not allowed and is restricted to clients getting married at Salisbury House in conjunction with a paid, private rental contract.

Fees and requirements for private photography sessions are as follows:

Private Photography Fees

- $50 for 1 hour, groups with less than 8 people overall on site
  - this includes all individuals on site pertaining to your session, e.g. photographers, videographers, additional family members
  - $50 for an additional hour if needed
- $250 for 1 hour, groups with 8 or more people overall on site
  - this includes all individuals on site pertaining to your session, e.g. photographers, videographers, additional family members
  - $250 for an additional hour if needed

Requirements for Private Photography Sessions

- Private photography sessions must start and conclude between 10:00am – 4:00pm (Monday – Saturday) and 12:00pm – 4:00pm (Sunday), based upon availability of the property.
- Private photography sessions permit you to outdoor access only.
- Reservations must be made and fees paid, in full, at least two weeks in advance. Credit cards accepted. Make checks payable to: Salisbury House Foundation and mail to:

Salisbury House
4025 Tonawanda Dr.
Des Moines, IA 50312

- Fees and policies are subject to change at any time and may vary based upon the complexity of the photography request.
- All fees are non-refundable.
- Photographer and client will be required to check in at the administrative office (Monday-Friday) or the admissions desk in the Great Hall (Weekends) upon arrival and upon departure. You will be given identification that must be worn and remain visible for the duration of your session.
- Your photography session will be scheduled to begin and end at a designated time. Please plan accordingly as time extensions will not be granted due to early or late arrival.
- There are no wardrobe changing facilities on the museum property as private photography sessions permit you to outdoor access only.
- No drones.
- Areas of the property may be roped off or blocked off. Such areas should be considered closed. Entrance into these areas is prohibited without permission from Salisbury House staff.
- We want Salisbury House to serve as a perfect backdrop for your session, but the nature of historic homes means that there may be construction or maintenance work ongoing on certain parts of the house at the time of your reservation.
- Salisbury House is a historic house museum and should be respected as such. All exterior architectural features are part of our museum collection.
- As a family attraction and an educational facility, no photos should interfere with our visitors' ability to access areas of the property. No blocking of stairwells, common areas, traffic flow or other disruption is permitted. If your photo shoot affects regular museum operations or is not conducted in a professional manner, you may be asked to move or cease photography.
- Please note that Salisbury House hosts many public and private events and there may be set up or take down taking place on certain parts of the property at the time of your reservation. Please check our online calendar and inquire in advance should you have any concerns with event set up that may impact the areas of the property available for use. We do not offer refunds due to event activity.
- Certain outdoor spaces at Salisbury House may not be accessible to guests with mobility issues; every effort to make accommodations will be made, though the historic nature of the property makes it impossible to render every space accessible.
- All plans for outdoor props or décor are subject to approval. Nothing may be affixed to any exterior surface of the house without advance approval. No signage or banners may be placed on museum grounds. All decorative items must be fireproof.
- Delivery of items related to a photography session must be pre-approved by Salisbury House. Scheduling drop-offs outside of contracted reservation time may result in overtime fees being taken from the security deposit. Salisbury House resumes no responsibility for materials dropped off outside of contracted rental time.
- No glitter (including decorations or props with glitter).
- Smoking is prohibited.
- No candles, lanterns, torches, candelabras or any other items requiring open flame are permitted on Salisbury House property. LED or other battery-powered candles are an acceptable option, so long as they do not use halogen or other high-heat bulbs.

- No fireworks of any kind (including sparklers).
- No food or beverage.
- Inappropriate attire such as lingerie and bathing suits is prohibited. Wearing such attire will result in immediate cancellation of photo shoot, with no refund of fee.
- Salisbury House has the right to refuse access to those who have not made advance arrangements.
- Applicant agrees to indemnify and hold harmless Salisbury House Foundation, their officers, staff, and agents from any and all claims resulting from the use of the images.
- The applicant will adhere to all museum rules whether they are posted signage or verbal instructions given by Salisbury House staff members.
- The applicant assumes full and complete responsibility for any disturbances and/or damages incurred by any and all persons in their party. Salisbury House reserves the right to ask for a security deposit in advance of granting permission for access to the grounds. In any such case, any damage incurred during the course of this project shall be deducted from the security deposit.
- If you have additional questions, please contact Salisbury House at (515) 274-1777.

Private Photography Application

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Type of Photo Shoot: Senior ____ Family _____ Engagement____ Other ____

Number of People to be Photographed: _____

Number of Photographers: _____

Number of Other Vendors/Guests on Site Pertaining to the Photography Session: _____

Date of Photo Shoot: _____

Time of arrival: _____ Time of departure: _____

Name of Photographer: _____

Photographer's Address: _____

Photographer's Phone Number: _____

Photo Shoot Fee $_____ + Security Deposit $ _____ = Total $_____

Private Photography Fees:

- $50 for up to 1 hour, groups with less than 8 people overall on site
  - $50 each additional hour over 1 hour
- $250 for up to 1 hour, groups with 8 or more people overall on site
  - $250 each additional hour over 1 hour

Payment made by:

Check # _____ Made payable to: *Salisbury House Foundation*

Credit Card: MC____ Visa ____ AMEX ____ DISCOVER _____

CC#: _____ Exp: _____ Code: _____

I understand and will comply with all ***Salisbury House Photography Policies*** stated above.

_____ _____

Signature of applicant Date

_____

Please print name

For more information, contact Salisbury House at (515) 274-1777.

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