



2018 Commercial Photography & Filming 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 commercial photography and filming sessions are outlined below.

Commercial Photography and/or Filming

Commercial photography and filming sessions are intended for clients filming or taking photos for commercial or professional use. Commercial photography and filming sessions are scheduled by appointment, require advance approval from administrative staff, and may be approved for indoor or outdoor. A minimum of two weeks notice is required. Prior to approval and scheduling, any major film and television requests must submit a detailed written request attaching any intended photo layouts and/or scripts.

Fees and requirements for commercial photography and filming sessions are as follows:

Commercial Photography Fees:

- \$850 for up to 4 hours
- \$1,700 for up to 8 hours
 - \$250 each additional hour over 8 hours

Commercial Filming Fees:

- \$1,500 for up to 4 hours
- \$4,000 for up to 8 hours
 - \$1,000 for each additional hour over 8 hours

A certificate of general comprehensive insurance is required, showing limits of \$1,000,000 for bodily injury and property damage, naming Salisbury House Foundation as an additional insured. A written copy of this Certificate of Insurance must be provided along with the photography application a minimum of two weeks prior to the event. Failure to provide this required Certificate of Insurance will be basis for cancellation of this contract.

All photography/filming must be accredited to Salisbury House Foundation. Tagline/Credit should read:
Shot on location at Salisbury House, Des Moines, IA.

Requirements for Commercial Photography and/or Filming

- Sessions are ideally scheduled between the hours of 8:00am – 5:00pm (Monday – Thursday). Requests to accommodate sessions outside of this timeframe will be considered and approved on an individual basis.
- 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 or filming request.
- All fees are non-refundable.
- Photographer, clients, and all members of the production crew will be required to check in at the administrative office (Monday-Friday) upon arrival.
- Flash photography within the house is limited, as paintings and textiles may not be shot with flash.
- Permission to use drones must be secured in advance of your arrival as additional guidelines and requirements must be fulfilled prior to permission being granted to use such devices on Salisbury House property.
- Salisbury House is a historic house museum and should be respected as such. All furnishings, decor and artwork on exhibit are part of our museum collection; guests may not touch, sit on, move or modify any House objects, walls or structures beyond those specifically contracted as part of the rental event.
- As a family attraction and an educational facility, no photos should interfere with our visitors' ability to access areas of the museum. No blocking of stairwells, exhibitions, common areas, traffic flow or other disruption is permitted if the public has access to the museum during your session. 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.
- Areas of the house and property not in use may be roped off, blocked off, or have doors shut and lights turned out. 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. Every effort will be taken to minimize impact.
- 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 rooms and outdoor spaces in 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 house makes it impossible to render every space accessible.
- All plans for décor are subject to approval and are limited. Nothing may be affixed to any interior or exterior surface of the house without advance approval. No signage or banners may be placed on museum grounds. All decorative items must be fireproof.

- Smoking is prohibited indoors. Outdoor smoking may be permitted by special arrangement in designated areas at least 40 feet from any windows and doors leading into the house.
- No candles, lanterns, torches, candelabras or any other items requiring open flame are permitted within the museum or 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.
- With advance notice, facilities for makeup and/or wardrobe changes can be arranged for commercial photography/filming sessions. Due to the nature of the Salisbury House museum and the collections within, application of hairspray, cologne, perfumes, aerosol sprays, and make-up is allowed only in designated dressing rooms, the public restrooms located on the first floor of the museum, or by stepping outdoors.
- Contact information for any outside vendors must be provided a minimum of two weeks in advance.
- Scheduling delivery and set-up of rental items must be pre-approved by Salisbury House and are dependent on other scheduled events; drop-offs outside of contracted rental time may result in overtime fees being taken from the damage deposit; Salisbury House assumes no responsibility for materials dropped off outside of contracted rental time.
- No glitter (including decorations with glitter).
- No fireworks of any kind (including sparklers).
- Floral arrangements and foliage used indoor must come from a professional florist or pest free nursery.
- Vases and containers holding water or other liquids and/or flowers or greenery being used indoor may only be set upon rental tables, the admissions desk, the Common Room trestle table if padded, and the Great Hall refectory table if padded.
- As Salisbury House is located in a residential area, per zoning limits, sound on the property line may not exceed 60 decibels between the hours of 7:00am – 10:00pm; administrative staff will check levels with sound meters and will require that sound be turned down if this threshold is exceeded. Please advise if outdoor sound limits are of concern as advance notice is required should there be a need to obtain sound permits for this event.
- Clients, production crew, and all vendors must depart Salisbury House property by 11:00pm.
- Please inquire if your event requires catering as Salisbury House maintains a list of approved caterers.
- 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 damage deposit in advance of granting permission for access to the property. In any such case, any damage incurred during the course of this project shall be deducted from the damage deposit.
- If you have additional questions or would like to schedule a site visit, please contact Salisbury House at (515) 274-1777.

Commercial Photography and/or Filming Application

Contact Person: _____

Contact Person on Site: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Type of Session: Still Photography _____ Film _____

Number of People to be Photographed (excluding photographer/assistant): _____

Number of People on Site (production crew): _____

Date of Photography/Filming Session: _____

Time of arrival: _____ Time of departure: _____

Name of Photographer or Film Producer: _____

Photographer/Producer Address: _____

Photographer/Producer Phone Number: _____

Photography/Filming Fee \$ _____ + damage deposit \$ _____ = total fees \$ _____

Commercial Photography Fees:

- \$850 for up to 4 hours
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 - \$250 each additional hour over 8 hours

Commercial Filming Fees:

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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 Photography/Filming Policies* stated above.

Signature of applicant

Date

Please print name