

## 2023 Private and Commercial Photography & Filming Policies

**Private photography** sessions are intended for clients whose purpose is for **non-commercial use**. Sessions must be scheduled by appointment, require advanced approval from Salisbury House Foundation administrative staff and is approved for outdoor use only. Sessions are scheduled in one-hour increments. A minimum of two weeks notice is requested. Sessions must begin and conclude between the hours of 8 am and 6 pm (Mon-Sun), based on availability. Requests to accommodate sessions outside of this timeframe will be considered on an individual basis.

**Note:** Wedding photography is reserved for those with a separate, paid, private rental contract.

### Private Photography Fee:

\$50 per hour

**Commercial photography and filming** sessions are for commercial or professional use. Sessions must be scheduled by appointment, require advanced approval from Salisbury House Foundation administrative staff, and may be approved for indoor or outdoor use. A minimum of two weeks notice is required. Prior to approval and scheduling, any major film and television requests must include a detailed written request attaching any intended photo layouts, scripts or requirements.

A certificate of general comprehensive liability 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 commercial photography and filming 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 commercial photography/filming must be accredited to Salisbury House Foundation. Tagline/Credit should read: *Shot on location at Salisbury House, Des Moines, IA*

**TO RESERVE COMMERCIAL PHOTOGRAPHY AND FILMING - CONTACT SALISBURY HOUSE FOUNDATION DIRECTLY at 515-274-1777 or [rentals@salisburyhouse.org](mailto:rentals@salisburyhouse.org)**

### Commercial Photography Fees:

\$850 for up to 4 hours

\$1500 for up to 8 hours

\$200 each additional hour over 8

### Commercial Filming Fees:

\$1500 for up to 4 hours

\$2800 for up to 8 hours

\$300 each additional hour over 8

## Requirements for Private and Commercial Photography/Filming Sessions:

- Sessions must begin and conclude between the hours of 8 am and 6 pm (Mon-Sun), based on availability. Requests to accommodate sessions outside of this timeframe will be considered on an individual basis.
- Payment made by check is preferred. A service charge of 3% will be applied to payments made by credit card. Make checks payable to Salisbury House Foundation and mail to 4025 Tonawanda Drive, Des Moines, IA 50312
- Fees are non-refundable. All fees and policies are subject to change and may vary based upon the complexity of the photography/filming request.
- Photographer, client, and/or all members of the production crew must check in at the Foundation office (Mon-Fri) or the admissions desk in the Great Hall (Sat-Sun) upon arrival and departure.
- Private Photography: note there are no wardrobe changing facilities as sessions are outdoor access only.
- Drones are not allowed without pre-approval and proper insurance.
- Due to the historic nature of the home, construction or maintenance work may be taking place at the time of your reservation. Areas of the property may be roped or blocked off. Such areas should be considered closed.
- Due to the historic nature of the home, certain outdoor spaces may not be accessible to guests with mobility issues.
- All exterior architectural features are part of the museum collection and should be treated as such.
- Do not block stairways, common areas, or traffic flow. If your shoot affects regular museum operations or is not conducted in a professional manner, you may be asked to move or cease.
- Do not enter or stand in any garden beds or areas with flowers and plantings.
- Props/décor are subject to approval. Nothing may be affixed to an exterior surface of the house or signage/banners placed on museum grounds without approval. All decorative items must be fireproof (no candles, lanterns, sparklers, etc.).
- Smoking is prohibited on Salisbury House grounds.
- No food or alcoholic beverages are allowed on the grounds during private photography sessions.
- No food or beverage are allowed inside the museum during commercial photography/filming.
- Inappropriate attire such as lingerie/bathing suits is prohibited. Wearing such attire will result in immediate cancellation and removal from the property.
- Applicant agrees to indemnify and hold harmless Salisbury House Foundation, their officers, staff, and agents from all claims while on Salisbury House grounds.
- Applicant assumes full and complete responsibility for any disturbances and/or damaged incurred by any 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 shall be deducted from the security deposit.

**For more information or if you have additional questions, contact Salisbury House Foundation at  
515.274.1777 or [rentals@salisburyhouse.org](mailto:rentals@salisburyhouse.org)**

## 2023 Private Non-Commercial Photography Application

(include completed application with payment)

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

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Type of Session: Senior \_\_\_\_\_ Family \_\_\_\_\_ Engagement \_\_\_\_\_ Still Photography \_\_\_\_\_ Film \_\_\_\_\_

Other (please specify) \_\_\_\_\_

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 & Email: \_\_\_\_\_

Session Fee \$ \_\_\_\_\_ + Security Deposit (if applicable) \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

Check # \_\_\_\_\_ (Make payable to *Salisbury House Foundation*)

\*Credit Card: MC \_\_\_\_\_ Visa \_\_\_\_\_ AMEX \_\_\_\_\_ DISCOVER \_\_\_\_\_

CC#: \_\_\_\_\_ Exp: \_\_\_\_\_

CVC: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

*\*A 3% service charge will be added to payment made by credit card.*

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

\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
Date

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