

CRAIK-PATTON PHOTOGRAPHY POLICY & GUIDELINES

The Craik-Patton Museum House grounds provide a beautiful and tranquil outdoor setting for all visitors to enjoy. Many visitors enjoy taking photos to record the memory of their visit or to capture the “perfect picture in the perfect setting,” and the Craik Patton Board of Directors encourages that pursuit and is happy to provide the setting. Therefore, a photography policy has been developed that provides guidelines for all guests on the property. Photography is permitted outside only.

The following paragraph designates the individuals/groups that are NOT required to purchase a photography permit:

Dames, Members, and members of our “Friends of Craik-Patton” are NOT required to purchase a photography permit nor are they required to make a reservation. Tourists, families, couples, school groups, tour bus groups, and guests for private functions are NOT subjected to photography fees. Photo session fees are not required for weddings, receptions, or other scheduled special occasions when a rental agreement has been signed with the Craik-Patton Museum House.

HOWEVER, the following must purchase permits for their photo shoots:

1. Photographers who are paid for their services will be required to obtain a photo permit to take pictures of their clients. They may choose to join the CRAIK-PATTON PHOTOGRAPHY GUILD for \$100.00 annually or opt for a \$30.00 permit which is good for a one-time 60 minute session. The annual membership fee is based on the date joined and includes access to the grounds for an unlimited number of posed sessions. Permit holders are required to make reservations with the Executive Director (304.925.5341) or director@craik-patton.org to ensure the availability of the grounds so there are no conflicts with previously scheduled functions.
2. Those photographers, paid or unpaid, professional or not (as in relatives or friends), who plan to take posed photos (these include but are not limited to, family portraits, weddings, engagement sessions, proms, graduation pictures, holiday pictures, senior photos, or any picture where the photographer is directing the model/subjects) must purchase a \$30.00 permit and MUST make a reservation to make sure there are no scheduled functions.

PROMOTIONAL AND COMMERCIAL PHOTOGRAPHY AND VIDEOGRAPHY

Professional photographers and videographers shooting on behalf of Craik-Patton House and for promotional use by Craik-Patton are NOT required to pay a fee, but reservations are required. Photographers working for commercial stock purposes are required to become members of the Craik-Patton House Photography Guild. Videographers using Craik-Patton as a commercial backdrop must have the approval of both the Executive Director and the President of the Craik-Patton Board of Directors. Full details of the project must be submitted in writing for approval 10 days prior to the scheduled shoot. Rates will be assigned for half-day or a full-day. Craik Patton reserves the right to refuse any project. General Photography guidelines apply.

SIGN _____

DATE _____

CRAIK-PATTON PHOTOGRAPHY GUILD

Professional photographers may join Craik-Patton Photography Guild for \$100.00 annually in lieu of paying session fees. Membership year is based on date joined, not calendar year, and includes access to the grounds for an unlimited number of posed sessions. General photography guidelines apply, and reservations are required. Please call 304.925.5341 to make sure your day and time are available. A maximum of 10 people are allowed per one-hour session.

GENERAL PHOTOGRAPHY GUIDELINES

All visitors MUST sign in at the Welcome Center. Hours are M - F 9am to 4pm.

General rules of etiquette apply at all times.

Reservations for photo shoots must be made at least 10 days prior to photo sessions. (304.925.5341).

For photographers holding a \$30.00 permit, sessions start and end on the hour. In the event of inclement weather, sessions may be rescheduled. Refunds are not given.

Large Props are NOT permitted

To prevent damage to the exterior of the buildings, props, backdrops, signs, banners, etc. are not permitted on railings or on the front or back porches.

For your safety and for the preservation of the building and grounds, trees, bushes, walls, are not to be climbed nor are railings on and columns to be leaned on or sat upon by phot subjects.

No professional photographs maybe taken inside the house.

Camera tripods, lights or other equipment may not block paths or drive.

Subjects should arrive in attire to be photographed as there are no changing facilities nor are there public restrooms.

All photographers are responsible for clean-up of the premises after their sessions are completed.

No smoking on Craik-Patton grounds

Unscheduled walk-ins for photo sessions will not be permitted.

Craik-Patton reserves the right to prohibit access to the house and grounds for photography.

SIGN _____

DATE _____

LIABILITY AND INDEMNITY

Applicant hereby agrees to hold Craik-Patton Inc., and employees, directors and members safe and harmless from any loss, damage, liability, and costs including attorney fees, that may arise in any way by the applicant's use and occupancy of the Craik-Patton House facilities and grounds.

I hereby certify that I have read the Craik-Patton House Inc. Photography Policy and will see that my activity will abide by these rules.

I, the undersigned, hereby certify that I will be personally responsible for any damages sustained by the facility, furniture or equipment occurring through the use of said facility and grounds.

I, the undersigned, hereby certify that Craik-Patton, Inc. is not liable for personal injury or injury to equipment and props occurring through the use of said facility and grounds

Signature: _____ Date: __/__/____

APPLICATION PROCEDURE

To ensure everyone’s day is picture perfect, all reservations for photo shoots must be approved by the Executive Director at least 10 days in advance. Please call 304.925.5341 to discuss shoot location and reserve a date. Then, fill out and sign the form below and mail with payment to:

Craik-Patton
ATTN: Photography
PO Box 175
Charleston, WV 25321

PHOTOGRAPHY PERMIT APPLICATION

Subject to approval by Craik-Patton

Pre-approval required

CRAIK-PATTON HOURS 10AM-4PM, MONDAY - FRIDAY

APPLICANT NAME

SUBJECT

PHOTOGRAPHER

OTHER

APPLICANT STREET ADDRESS

CITY

STATE

ZIP

NUMBER OF MODELS/SUBJECTS REQUESTED SITTING DATE ALTERNATE SITTING DATE REQUESTED SITTING TIME
(SESSIONS ARE 1 HOUR)

EXECUTIVE DIRECTOR OR CRAIK-PATTON OFFICIAL SCHEDULE APPROVAL

SITTING FEE: \$30.00 PAYMENT RECEIVED

**EXECUTIVE DIRECTOR
CRAIK-PATTON HOUSE
PO BOX 175
CHARLESTON, WV 25321**

I have received, read and understand the Craik-Patton Photography Guidelines and agree to abide by all rules and time restrictions and accept responsibility for my entire party.

SIGNATURE

APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE

DATE