



8881 W. Grange Avenue
Greendale, WI 53129
Phone: 414-273-8288
events@milwaukeehistory.net

NON-PROFESSIONAL PHOTOGRAPHY RESERVATION AND AGREEMENT FORM

All reservations and arrangements for use of the Trimborn Farm Park facilities for photography must be made through the Event Coordinator. No reservation is confirmed until this form is completed and a signed copy has been returned to you. Any questions should be directed to the Milwaukee County Historical Society.

**PLEASE READ THE FACILITIES USE GUIDELINES ON PAGE 2
BEFORE COMPLETING FORM**

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Day & Date of Shoot: _____

Anticipated Time From/To: _____

Description of Shoot:

Other Needs:

FACILITIES USE GUIDELINES

All organizations and individuals are eligible for use of Trimborn Farm. All arrangements for facility use and access must be made through the Milwaukee County Historical Society (MCHS) no later than **two weeks in advance of the scheduled photo shoot** to ensure availability and coordination. As the date of the event nears, the person in charge or a designated representative will need to confirm details with MCHS so security procedures can be explained and building use can be properly coordinated. Where possible, commercial credits must include Trimborn Farm and the Milwaukee County Historical Society.

TRIMBORN FARM PARK RENTAL FEES:

A one-hour use of Trimborn Farm for a non-professional outdoor photo shoot is provided at no charge. **By completing this permit, you are agreeing that you are not using a professional photographer, nor paying for any photography services.** If it is discovered there is false information provided, we have the right to charge you on site for a professional photography permit or end the photo shoot. Failure to fully complete the rental forms will result in delayed confirmation of your event. Once the request is approved, a copy of the rental form with a statement of anticipated charges will be returned to the applicant.

ADDITIONAL INFORMATION:

Organizations are required to clean up after all photo shoots. All personal items must be removed and garbage must be deposited in the public trashcans on the property. Objects that are the property of Trimborn Farm will not be altered in any way. You are requested to consult with staff before moving any objects. ***Only Trimborn staff or those designated by Trimborn staff may move objects in the Trimborn historic collections.*** Non-historic objects, such as benches or picnic tables that are moved must be returned to their original positions. Parking is available in the circular drive or the green lawn space between the Jeremiah Curtin House and the Trimborn Farm buildings.

No smoking is allowed at Trimborn Farm.

Please complete the NON-PROFESSIONAL PHOTOGRAPHY RESERVATION AND AGREEMENT FORM and return with appropriate signature to:

**Photography
Milwaukee County Historical Society
910 N. Old World 3rd Street
Milwaukee, WI 53203**

--OR--

Via Email: events@milwaukeehistory.net

By signing this form you acknowledge that you have read and understand the Facilities Use Guidelines above and will abide by all stipulations set forth in this document.

Signature of person completing this form Date: _____

Signature of Historical Society Staff Date: _____