



8881 W. Grange Avenue
Greendale, WI 53129
Phone: 414-273-8288
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PROFESSIONAL PHOTOGRAPHY-SEASONAL PERMIT
April through October
RESERVATION AND AGREEMENT FORM

All reservations and arrangements for commercial use of the Trimborn Farm Park facilities must be made through Events & Engagement, 414-273-8288. No reservation is confirmed until this form is completed (with payment) and you receive a signed copy. Any questions should be directed to the Milwaukee County Historical Society.

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

Photographer: _____

Address: _____ Phone: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Day & Date of Shoot: _____ Rain Date: _____

Anticipated Time From/To: _____

Description of Shoot(s):



FACILITIES USE GUIDELINES

All organizations are eligible for use of Trimborn Farm. All arrangements for facility use and access must be made through Events & Engagement 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 Events & Engagement 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 FORMS & FEES:

Completed rental form with a full non-refundable deposit should be submitted a minimum of two weeks prior to the event. Fees are \$300 for unlimited use during the months of April through October at Trimborn Farm. The photographer **MUST** contact MCHS to confirm all dates they plan to be at the farm. Photography is **NOT** allowed if another event is on site. Failure to fully complete the rental forms will result in delayed confirmation of your event. You must keep this permit on your person each time you are taking photos at Trimborn Farm.

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 FACILITY RENTAL AGREEMENT/RESERVATION FORM and return with appropriate signature and deposit check in the full amount payable to the Milwaukee County Historical Society to:

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

Person or Photographer Responsible for Payment: _____

Note: All organizations are required to complete payment in within 10 business days of the date of the photo shoot.

Date: _____
Signature of person completing this form

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.

Date: _____
Signature of Historical Society Staff