



8881 W. Grange Avenue
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PROFESSIONAL PHOTOGRAPHY 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 a signed copy of the permit is 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

Photographer: _____

Address: _____ Phone: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Day & Date of Shoot: _____ Rain Date: _____

Anticipated Time From/To: _____

Description of Shoot:

Other Needs:

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 \$75 for the first hour, \$40 for each hour thereafter. For interior photographs, the fee is an additional \$50 per hour. 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. After completion of photography, an invoice will be forwarded to your organization if additional charges are accrued.

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