



910 N Old World 3<sup>rd</sup> Street Milwaukee, WI 53203

Phone: 414 273-8288

events@milwaukeehistory.net

## Film & Photography Reservation Agreement

All reservations and arrangements for use of the Milwaukee County Historical Society facilities must be made through the Events Coordinator. No reservation is confirmed until this form is completed (with payment) and approval is given. Completed rental form with payment should be submitted a **minimum of two weeks prior** to the event. The undersigned ("Photographer") and Milwaukee County Historical Society ("MCHS") agree to the following in consideration of the mutual commitments stated on page 2 of this document. Any questions should be directed to the Milwaukee County Historical Society.

**Photographer:** \_\_\_\_\_

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

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

**Contact Person:**

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

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

email: \_\_\_\_\_

Day & Date of Shoot: \_\_\_\_\_

Anticipated Time From/To: \_\_\_\_\_

Purpose(s) for which content will be used: \_\_\_\_\_

Description of Shoot (estimated number of people, specific locations in building, etc):\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Needs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FACILITIES USE GUIDELINES

1. Subject to the provisions of this Agreement, Milwaukee County Historical Society grants Photographer permission to take photographs and/or utilize video equipment in the areas of Milwaukee County Historical Society's building located at 910 N Martin Luther King Jr. Drive, Milwaukee, Wisconsin (the "Facility") that are normally open and available to the general public.
2. Photographer shall use the images and video only for the purpose stated in this form. Images shall not imply endorsement by MCHS of any commercial product or enterprise or indicate that MCHS concurs with any opinions expressed in or with respect to the images. Any different or subsequent use of the images requires the prior written consent of MCHS, which MCHS may grant or withhold at its discretion.
3. Where possible, commercial credits must include the MCHS.
4. All equipment brought into the Facility by Photographer shall be removed at the end of the period specified. MCHS shall not be responsible for any damage to or loss with respect to such equipment. Photographer is responsible for obtaining releases from models or members of the public in connection with any images taken at the Facility.
5. Objects that are the property of MCHS will not be altered in any way. **Only MCHS staff or those designated by MCHS staff may move objects in the MCHS historic collections.**
6. Photographer indemnifies MCHS for any cost or expenses incurred by MCHS as a result of damage to the Facility or any property therein and for any personal injury caused by or related to Photographer's use of the Facility as described above. At the request of MCHS, Photographer shall provide proof of insurance covering such liability.
7. As compensation for Photographer's use of the Facility, the undersigned shall pay MILWAUKEE COUNTY HISTORICAL SOCIETY **\$150/hr.** which is due by the day of the shoot and before it begins:

Please complete the PHOTOGRAPHY AGREEMENT/RESERVATION FORM and return with appropriate signature and check in the full amount payable to the Milwaukee County Historical Society to:

**Photography  
Milwaukee County Historical Society  
910 N Martin Luther King Jr. Drive  
Milwaukee, WI 53203**

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.

**Amount due:** \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of person responsible for payment & completing this form**

Date: \_\_\_\_\_

**Signature of Milwaukee County Historical Society Staff**