

# Historic Carter House Society Inc.

## Facilities Rental Guidelines / Professional Photographic Session Agreement

**Deposits:** A deposit check must be delivered upon booking the session or event.

**Rental & Photography Fee:** The fee for facility rental for an event and/or photographic sessions must be prepaid at least two weeks in advance. No refunds for scheduled sessions or events. Prepaid rental may be applied to an alternate date if the session or event is postponed or canceled due to inclement weather.

**Image Rights:** Historic Carter House Society Inc. ("HCHS") holds the sole rights to the use of images for commercial purposes. Images, including grounds and structures, may not be used for any gain of photographer or client. Images may be used on Facebook.

**Insurance:** Photographers must provide proof of insurance prior to scheduled session at the time the deposit is paid.

**Rules:** Use of property may be revoked for inappropriate behavior on site or abuse of structures and grounds. No permanent alterations to the grounds or structures are allowed. Banners and signs must be free standing and may not be secured to any building or tree. No tape or nails may be used for decorations in and our of the plantation house. All trash and equipment must be picked up, collected, and removed immediately following the event. If furniture needs to be moved, permission must be obtained by HCHS and it must be returned to its original location following the event. HCHS is not responsible for items left on the premises. Use of open flame candles is **NOT** permitted on the property. No parking on lawn; use right side of driveway for angled parking only; additional parking must be streetside parking, not beyond driveway and not blocking any driveways.

**Indemnification:** Client/Photographer will indemnify HCHS and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, injury, and/or damage to property arising from any occurrence at the leased premises during the occupancy period occasioned wholly or in part by any negligent act or negligent omission of client, its agents, contractors, employees, volunteers, participants or concessionaires.

**Fees/Times**

<b>Interior/Exterior Photographs</b>	Photography Fee is \$50.00/hour, plus a \$50.00 non-refundable deposit (\$100.00 Minimum), for Interior/Exterior use. Photographers <u>must</u> provide proof of insurance at the time the deposit is made which is <u>two weeks</u> prior to photo session. <u>Anyone wishing to take photographs must notify HCHS so the session can be scheduled, and the Rental Agreement must be completed for HCHS records.</u> <u>Interior</u> includes salon, dining room, and sun porch. Other areas of the Carter House will be illuminated, but off limits to attendees. Maximum of 8 people, including bride and photographer. <u>Exterior</u> includes lawn and gallery and must be completed by dusk.
<b>Carter House Events/Functions</b>	Rental Fee is \$750.00 plus a \$250.00 refundable deposit fee. (Refundable only if property is left free of trash and in proper order with no damages incurred within 10 days following the event.) <u>The client is responsible for overflow trash removal.</u> The trash receptacle may be used for <u>bagged trash only.</u> <u>The maximum number of people that may attend Events scheduled at the Carter House is 75 people.</u> The Carter House can be available 10:00 a.m. - 10:00 p.m. If additional days/times are needed for setup/breakdown, a fee of \$30 per hour will be collected prior to the start of the event. <b>ABSOLUTLY NO SMOKING IN THE CARTER HOUSE.</b>

**Facility Reserved / Use (Circle Appropriate ones):**

Carter House      or      Photographs

Type of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Deposit Amount: \$ \_\_\_\_\_ Deposit Date: \_\_\_\_\_ Check No. / Notes: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Date Bal. Paid: \_\_\_\_\_ Check No. / Notes: \_\_\_\_\_

Client Signature	Client Printed Name	Date	Telephone No.	Email Address
Photographer Signature	Photographer Printed Name	Date	Telephone No.	Email Address
HCHS Signature	HCHS Printed Name	Date	225-747-0660 HCHS Telephone No.	carterhousesociety@gmail.com Email Address

**Mail completed forms to: HCHS, P.O. Box 1182, Springfield, LA 70462 or call 225-747-0660 to arrange drop off of form.**

*HCHS is a 501(c) (3) non-profit and donations are tax deductible. Should you make a donation, please consult your tax advisor regarding deductibility of your donation and contact the HCHS for acknowledgment of your donation, if needed.*

**We don't preserve the Carter House to make a profit, we make a profit to preserve the Carter House.**