

# Historic Carter House Society Inc.

## Facilities Rental Guidelines / Professional Photographic Session Agreement

**Deposits:** A deposit check must be delivered two weeks prior to the session or event and the deposit will be returned after inspection is completed and no damages are found to grounds or structures.

**Rental & Photographic Fee:** The fee for Facility Rental for an event and/or Photographic Sessions must be prepaid at least one week 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 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, preferably with deposit or fee 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. All trash and equipment must be removed immediately following the event. Use of open flame candles is not permitted on property.

**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**

Interior/Exterior Photographs	Fee is \$50.00/hour, plus a \$50.00 refundable deposit, for Interior/Exterior use (cancellation voids refunds). Photographers <u>must</u> provide proof of insurance prior to scheduled session and deposit must be received before day of photo session. No discount rates apply for photographs. <b>Interior</b> includes salon, dining room, and sun porch. Other areas of the Carter House will be illuminated, but off limits to attendees. Maximum of 4 people, includes bride and photographer. <b>Exterior</b> includes lawn and gallery and must be completed by dusk.
Carter House Events/Functions	Fee is \$500.00 plus a \$100.00 deposit (cancellation voids refunds). Fee includes cleaning costs but Client is responsible for trash removal. The maximum number of people that can attend Events/Functions scheduled at the Carter House is 150 and events with 75 people or more attending it is a requirement that the Carter Plantation Dining Room be used for Catering. 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 \$30.00/hour will be collected prior to start of event and/or after the event. HCHS members receive a 50% discount on published rate.

**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.
Photographer Signature	Photographer Printed Name	Date	Telephone No.
HCHS Signature	HCHS Printed Name	Date	225-747-0660 HCHS Telephone No.

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

*HCHS is a 501(c) (3) charity 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 they have not already furnished one.*

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