



HAMPSTEAD PHOTOGRAPHIC POLICY

Hampstead encourages its visitors to take photographs of the site and structures as mementos of their visit or event.

Hampstead encourages scholars, researchers, planners, and students to use imagery of the site as it reflects in their work. No fees will apply but full credit must be given to Hampstead in reports, essays, and articles. Regarding photography classes, instructor must fill out the permission form and include the number of students on the site and ensure that all rules are followed.

Hampstead encourages civic and tourism photographs that serve to directly promote Hampstead, or Hampstead functions. Photographers must complete an application for the shoot.

Hampstead encourages artists to photograph the site and may from time to time exhibit and interpret photographic visions of the site. If artistic photographs of Hampstead are exhibited full credit must be given to Hampstead. In addition, if works are to be published or sold, that may require an additional fee, negotiated prior to publication or sales.

Hampstead recognizes the need for organizations that rent the site to shoot promotional images for their event. Photographers must complete an application for the shoot.

Hampstead realizes that its site can provide a textural background for commercial or professional photographers. Commercial and professional photography are not reflected in our mission statement and can at times be an intrusion and hindrance to our mission. Hampstead, however, does not prohibit this type of work but reserves the right to restrict or limit access to the site within its sole discretion. Hampstead requests a donation to be made to the Hampstead Institute commensurate to the level of intrusion onto the site, based on the number of personnel and equipment used.

In all instances photographers must complete and sign the single-use photograph application, general release, and initial the conditions form and abide by all rules and conditions of the site. **Photographers must carry copy of form approved by Hampstead, LLC on any and all photography sessions at Hampstead.**



Hampstead, LLC
5251 Hampstead High Street, Unit 205
Montgomery, AL 36116

Contact: David E. Peden
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(334)270-6728 ▪ (334)270-6566 Fax



APPLICATION FOR PERMISSION TO PHOTOGRAPH OBJECTS AND STRUCTURES OF HAMPSTEAD

NAME: _____

ADDRESS: _____

PHONE AND FAX NUMBERS: _____

VENUE (HAMPSTEAD TOWN SQUARE, BARN, ETC.): _____

DATE: _____

Detail Use (include description of activities at Hampstead, support equipment, and final use of all images): _____

This permission applies only to the use specified. The applicant agrees that this permission, if granted, shall be subject to the donation listed below if applicable and the conditions listed following page (please initial each sheet indicating your understanding and acceptance of the conditions). **Hampstead reserves the right to reject any application within its sole discretion.**

DONATION (PAYABLE TO THE HAMPSTEAD INSTITUTE IF APPLICABLE): _____

PERMISSION GRANTED TO REPRODUCE THE OBJECT(S) LISTED ABOVE: _____

Please sign and date the general release, initial each page of the condition sheet, then return to Hampstead via mail at 5251 Hampstead High Street, Unit 205, Montgomery, AL 36116 or facsimile at (334)270-6728. Hampstead management will co-sign and return a copy to user(s). **Photographers must carry copy of form approved by Hampstead, LLC on any and all photography sessions at Hampstead.** Thank you.

USER SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

DATE DEPOSIT/FEE RECEIVED		RECEIVED BY	
DATE INSURANCE RECEIVED (IF APPLICABLE)		RECEIVED BY	
APPROVED BY			



HAMPSTEAD CONDITIONS GOVERNING PERMISSION FOR STILL/MOVING IMAGES

1. All commercial/professional photographers must pre-register with Hampstead before shooting and include a complete description of activities and the intended use of the images produced. While shooting, photographers must keep a copy of application, signed by a Hampstead representative, with them at all times.
2. No weekend access will be granted to photographers who have not pre-registered during the week.
3. Unless otherwise specified, the credit line should read: The Town of Hampstead – Montgomery, AL
4. Hampstead reserves the right to one complimentary copy of the publication/video/film/photograph in which an object or structure of its collection appears. Immediately upon completion the publication/video/film/photograph should be sent to the Hampstead, LLC, 5251 Hampstead High Street, Unit 205, Montgomery, Alabama, 36116
5. Hampstead reserves the right to include the complimentary copy into its permanent collection with full access and exhibition rights, citing the producer/photographer with full credit and donor status for the work.
6. Permission is granted for a single use only, such as one publication of a single edition, or a single commercial as described on the application. Each subsequent or revised usage must be re-approved.
7. Hampstead does not guarantee access to a particular location on its site.
8. Hampstead does not grant exclusive rights for reproduction.
9. Shoots must be completed during normal business hours unless specific terms are agreed to by Hampstead management:

8:00 am - 5:00 pm, Monday-Friday
10:00 am - 4:00 pm, Saturday-Sunday
- Any additional time must be prearranged, may require the presence of at least one Hampstead staff member, and additional fees may apply.
10. Public hours are from 8:00 am - 5:00 am Monday-Friday, 10:00 noon - 4:00 pm Saturday-Sunday. Shoots must not block or bar public access to the site without advance written permission. Additional fees may apply.
11. Because of safety concerns and potential damage, shoots must be conducted within public areas only. Access to some restricted areas, however, may be granted but only with advance written approval. A Hampstead staff member will be present and additional fees may apply.
12. Hampstead does not provide security or storage space. Outside arrangements should be made for shoots that continue for more than one day.
13. Photographers assume all liability for their personnel and property and any damage to the Hampstead site. Hampstead shall not be held responsible for damage to photographer's equipment or property. Each person must sign a general release form.

Initial(s) _____; _____



- 14. For groups over five people with more than one support vehicle and insurance certificate must be provided.
- 15. Hampstead reserves the right to request modification of or reject any proposals for site access that compromise its mission or interfere with operations.
- 16. Hampstead may withhold full approval of image use until a final review of publishable materials

Donation(s): *A donation may be given in lieu of fee.

Professional/Commercial site Photography, such as for advertisements, catalogs, or portfolios:

- A. For crews up to 5 people, including models: \$20.00/hr \$75.00/day
- B. For crews over 5 people. Including models: \$30.00/hr \$125.00/day
- C. For crews over 10 people, including models: \$50.00/hr \$250.00/day
- D. For crews over 15 people, including models: \$100.00/hr \$500.00/day
- E. Support vehicles, such as motor homes: \$75.00each/day
- F. Additional fees may apply for extended hours, access to closed areas, or if permitted, any temporary modifications to the site.

Video/Films within the Site for commercials or theatrical release;

- A. For crews up to 15 people, including actors: \$50.00/hr \$250.00/day
- B. For crews over 15 people, including actors: \$100.00/hr \$500.00/day
- C. For crews over 25 people, including actors: \$200.00/hr \$1,000.00/day
- D. Support vehicles, including trailers: \$100.00/hr
- E. Additional fees may apply for extended hours, access to closed areas, or if permitted, any temporary modifications to the site.

Participation of a Hampstead staff member;

- A. Business hours: \$25.00/hr
- B. After hours, weekends, holidays: \$50.00/hr

Hampstead reserves the right to reduce donation fees for civic and non-profit organizations, for scholarly, independent, or artistic ventures, or under special circumstances within its sole discretion.

Initial(s) _____; _____