

Photographer Permission and Fees Form



FOR AND IN CONSIDERATION OF the mutual undertakings herein, agreed to and to be performed in Fort Wayne, Indiana, Photographer (“you”) and the Fort Wayne Museum of Art (“we”) agree as follows:

- **Requests to shoot in FWMoA galleries may only be approved in rare cases.**
- Single day pass fee of \$25 covers two photographers from one company.
- Payment of fees is due on or before your scheduled shoot.
- Students may obtain a single day pass for completion of class assignments for free with a copy of their student identification.
- Photographers and their crew must display a Visitor badge for the duration of the shoot.
- To ensure a scheduled shoot, submit completed application at least two weeks in advance of the intended date(s) of photography. Passes may also be purchased at the Visitor Services Desk.
- The Museum reserves the right to request one gratis copy of any publication that includes images of any parts of FWMoA or its properties.
- The Museum reserves the right to request reciprocal use, for in-house publications or online dissemination, of images created that include any parts of the FWMoA or its properties. The photographer shall retain copyright of the images and will be appropriately credited in any FWMoA uses of the images.
- Photographs of museum objects and grounds must not be used to assert or imply the Fort Wayne Museum of Art endorses any commercial product or enterprise, concurs with the opinions expressed in, or confirms the accuracy of any text used with these photographs.
- Shoots involving animals, not including necessary service animals, are not permitted.
- A member of the FWMoA Staff must accompany your crew for the duration of the shoot.
- The Museum reserves the right to cancel a scheduled shoot for any reason.
- For shoots outside public hours, additional fees may apply.
- Completed applications may be submitted by mail or electronically by e-mailing Kaitlin Binkley, Director of Visual Communications, at kaitlin.binkley@fwmoa.org

Photographer(s): _____

Company: _____

Address: _____

Telephone: _____ Email: _____

Your Name: _____

Address: _____

Telephone: _____ Email: _____

Desired Date(s) to photograph: _____

Start time: _____ End time: _____

Desired locations to photograph: Atrium Hallway Sculpture Court Outdoor

Other _____

Brief description of intended project: _____

Total number of people attending shoot: _____

If any individual does not comply with the above conditions, FWMoA reserves the right to deny permission to photograph and may request that the individual leave the premises. The signature below indicates that _____, understands and fully agrees with the Photography and Video Shoots Guidelines outlined herein and agrees to hold the FWMoA harmless for any and all damages, injuries, and/or losses that may occur while on FWMoA property.

Signature: _____

Date: _____

Please return this document to the Fort Wayne Museum of Art at 311 E. Main St. Fort Wayne, IN 46802

To Be Completed by Fort Wayne Museum of Art Staff

Application Approval Yes No Staff Signature: _____

Fee Required: _____ Fee Paid: _____ Date: _____

Comments _____
