



EVANSVILLE MUSEUM

ARTS | HISTORY | SCIENCE

Photography and Video Shoot Request Form

FOR AND IN CONSIDERATION OF the mutual undertakings herein, agreed to and to be performed in Evansville, Indiana, Photographer (“you”) and the Evansville Museum of Arts, History & Science (“we”) agree as follows:

Shoot Request

<input type="checkbox"/> Photography Shoot	<input type="checkbox"/> Video Shoot
Desired date(s) to photograph:	
Photography start time (CST):	End time:
*Requested photography location(s): <input type="checkbox"/> Eykamp Pavilion <input type="checkbox"/> Rivertown <input type="checkbox"/> EMTRAC <input type="checkbox"/> Sculpture Garden <input type="checkbox"/> Koch Immersive Theater	
*Subject to the artwork on display at the time of the shoot	
Brief description of intended project(s):	

Photographer

Photographer Name:	
Company:	
Address:	
Work Phone:	Cell Phone:
Email:	

If any individual does not comply with the above conditions, the Evansville Museum 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 Evansville Museum harmless for any and all damages, injuries, and/or losses that may occur while on Evansville Museum property.

Photographer _____ Date _____

Payment Information

<input type="checkbox"/> Check Enclosed (Make payable to the Evansville Museum)	
<input type="checkbox"/> Credit Card	
Card Holder Name:	Expiration Date:
Billing Address:	Amount to Charge to Card \$
Credit Card Number:	
Security Code:	

**Please return this form and payment to the Evansville Museum
PO Box 3435, Evansville, IN 47733 or electronically at admin@emuseum.org.**

- Shoots must occur during Museum's opening hours. After hours shoots will require special permission and additional fees.
- Payment of fees is due with requested application.
- \$20 fee admits one photographer and his/her clients.
- In order to secure a shoot, request form must be received at least two weeks in advance of the intended date(s) of photography.
- Museum will do its best to accommodate shoots. If for any reasons a date cannot be arranged, the Photographer is entitled to a full refund of the \$20 fee.
- Completed form may be submitted by mail or electronically by sending to admin@emuseum.org.
- Photographer must attend a brief session at the Museum which outlines the Museum's policies and guidelines for photography and video shoots annually prior to shoots.
- The Museum reserves the right to request one gratis copy (at the photographer's expense) of any publication that includes images of any parts of the Evansville Museum 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 Evansville Museum or its properties. The photographer shall retain copyright of the images and will be appropriately credited in any Evansville Museum uses of the images.
- Photographs of museum objects and grounds must not be used to assert or imply the Evansville Museum endorses any commercial product or enterprise, concurs with the opinions expressed in, or confirms the accuracy of any text used with these photographs.