

# Photography and Video Shoot Application

FOR AND IN CONSIDERATION OF the mutual undertakings herein, agreed to and to be performed in Indianapolis, Indiana, Photographer ("you") and Newfields ("we") agree as follows:

<b>Photographer(s)</b>	
<b>Company</b>	
<b>Address</b>	
<b>Telephone</b>	<b>Email</b>

<b>Desired date(s) to photograph</b>
<b>Photography start time(s)</b>
<b>Requested photography location(s)</b> <input type="checkbox"/> The Garden <input type="checkbox"/> The Virginia B. Fairbanks Art & Nature Park: 100 Acres
<b>Brief description of intended project(s)</b>

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

<b>Photographer</b>	<b>Date</b> / /
---------------------	-----------------

Please return this document to Newfields, 4000 Michigan Road, Indianapolis, IN 46208 or [photopass@discovernewfields.org](mailto:photopass@discovernewfields.org).

<b>TO BE COMPLETED BY NEWFIELDS STAFF</b>			
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Fee Required \$</b>	<b>Fee Paid \$</b>
			<b>Date</b> / /
<b>Newfields</b>			<b>Date</b> / /
<b>Comments</b>			



# Photography Shoot Application *(continued)*

## CREDIT CARD AUTHORIZATION FORM

Card Holder Name

Billing Address

Credit Card  
Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration  
Date

--	--	--	--

Security  
Code

--	--	--	--

Type of  
Card

AMEX  VISA  MASTERCARD

Amount to  
Charge to Card

\$						.		
----	--	--	--	--	--	---	--	--

I hereby authorize Newfields to process the expenses related to the photography listed above.

Approved by (authorized signer on account)

**Please return this document to Newfields, 4000 Michigan Road, Indianapolis, IN 46208  
or [photopass@discovernewfields.org](mailto:photopass@discovernewfields.org).**

- Payment of fees is due with permit application.
- Single day pass fee of \$50 covers two photographers from one company.
- Students may obtain a single day pass for completion of class assignments for free with a copy of their student identification. Maximum of 10 per year.
- The photography generated is granted permission for one-time use only for the original purpose listed on the permit application.
- 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 Newfields Welcome Desk.
- Completed applications may be submitted by mail or electronically by e-mailing [photopass@discovernewfields.org](mailto:photopass@discovernewfields.org).
- Newfields reserves the right to request one gratis copy of any publication that includes images of any parts of Newfields or its properties.
- Newfields reserves the right to request reciprocal use, for in-house publications or online dissemination, of images created that include any parts of Newfields or its properties. The photographer shall retain copyright of the images and will be appropriately credited in any Newfields uses of the images.
- **Photographs of museum objects and grounds must not be used to assert or imply Newfields endorses any commercial product or enterprise, concurs with the opinions expressed in, or confirms the accuracy of any text used with these photographs.**

