



## Filming and Still Photography Release Form

**To be completed by photographer, videographer, or designated representative:**

Date of Work: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Equipment Involved:

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Photography (digital, film, etc.): \_\_\_\_\_

Purpose and subsequent use/distribution of photographs or film (separate sheet may be attached):

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**Conditions:**

1. Any subsequent use of the photographs/videos for purposes other than those stated by the photographer, videographer, or representative in this document must be approved by the Director. Additional fees may apply for requests to reproduce photographs/videos for commercial purposes.
2. Any photographs or videos (re)produced must be accompanied by the identifying language: “produced with the permission of President Lincoln’s Cottage at the Soldiers’ Home.”
3. All shooting must be completed within the timeline provided.
4. Flash may not be used on the west wall of the “Library” or north wall of the “Drawing Room” to protect period prints and painted artifacts.
5. The above-named individual/organization assumes all liability for any damage to President Lincoln's Cottage property resulting from the use of the property for photography and filming.
6. President Lincoln's Cottage assumes no responsibility for nor is it liable for loss of or damage to equipment or for any injuries to the photographer or film crew.
7. The photographer must adhere to these conditions as well as the General Regulations for Filming and Still Photography.
8. Any photographer who does not adhere to these conditions as well as the General Regulations for Filming and Still Photography may be asked to leave and destroy any film or images produced.

I agree to the above conditions:

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Photographer, Videographer or Representative)

Print or Type Name: \_\_\_\_\_

For President Lincoln's Cottage at the Soldiers' Home:

\_\_\_\_\_ Date: \_\_\_\_\_

Erin Carlson Mast  
Executive Director  
President Lincoln’s Cottage



## **GENERAL REGULATIONS FOR FILMING AND STILL PHOTOGRAPHY**

The following regulations have been prepared to permit interior and exterior photography and examination of President Lincoln's Cottage and the Robert H. Smith Visitor Education Center while meeting necessary collections care and preservation needs.

1. All commercial photography, filming, or examination must be prearranged with a President Lincoln's Cottage staff member. A staff member must be present for all commercial usage.
2. Noncommercial photography/videography of the exterior of the Cottage and the Visitor Education Center is permitted during normal site hours.
3. Photographs/Videos of any room, exhibit or art in President Lincoln's Cottage, Visitor Education Center, or landscape may not be reproduced commercially without written permission from the Director.
4. Requests for the use of photography equipment (e.g. tripods, lights) will need to be submitted to the Director before entering the site.
5. Rubber or wooden tips must be used on all tripods.
6. Only President Lincoln's Cottage staff members are permitted to move collection objects with permission from the Director. Staff will, at all times, follow the handling and care guidelines contained in the National Trust Collections Care Manual.
7. Care must be taken that objects are not exposed to sudden and extreme fluctuations in temperature, relative humidity or light. For example, objects may not be moved from an indoor location to an outdoor one or from an unheated space to a heated one.
8. No equipment or personal belongings may be placed or leaned against objects, furnishings, walls, doors, or windows.
9. No substances such as dulling spray, wax, or polish may be applied to any object, furnishings, walls, doors, or windows.
10. Objects housed in frames may not be unframed for the purposes of photography or examination.



11. All photographic lights must have heat-reflecting filters over their fronts. These deflect heat from objects and furnishings and prevent pieces of hot bulbs from striking an object should they explode.

12. Staff members of President Lincoln's Cottage reserve the right to direct/redirect the activity of the photographer or film crew, if the staff member perceives any danger or damage to the collections or the premises.