Miller House and Garden
Location Shoot Application

Requestor

Company

Address

Telephone **Email**

Is a scouting trip required? ☐ Yes ☐ No

If yes, **potential date(s)**

Desired date(s) to shoot

Anticipated Equipment List (include light type and wattage)

Do you have special power requirements? ☐ Yes ☐ No

If yes, **please explain**

Brief description of intended project

NEWFIELDS

4000 Michigan Road, Indianapolis, IN 46208 · 317-923-1331 · discover**newfields**.org · permissions@discovernewfields.org

Location Shoot Application *(continued)*

- 50% deposit of agreed upon fees due when application is approved.
- Remainder due ten days before shoot.
- Certificate of insurance must be on file with Newfields prior to the intended shoot date(s).
- Photographs and film generated are granted permission for one-time use only as agreed upon in the completed contract.
- **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.**

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 **(print name)** _____, understands and fully agrees with the Policies outlined herein and agrees to hold Newfields harmless for any and all damages, injuries, and/or losses that may occur while on Newfields property.

Requestor	**Date** / /

Please return this document to the Rights & Reproductions Department, Newfields, 4000 Michigan Road, Indianapolis, IN 46208 or permissions@discovernewfields.org.

TO BE COMPLETED BY NEWFIELDS STAFF

Application Approved ☐ Yes ☐ No

Comments		
Fee Required $	**Deposit Paid $**	**Date** / /
	Remainder Paid $	**Date** / /

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