



PHOTOGRAPHY APPLICATION

Please read and complete the following five steps. Not necessary for outdoor groups of 5 or smaller.

STEP 1. Select Type (restrictions may apply)

- Photos (Exterior) \$250; 2-hour max
- Photos (Interior) \$500; 2-hour max
- Other (Agreement discussed with Glen Foerd Staff) (Describe _____)

Approval contingent on proof of insurance. Refer to Rental Fees document for insurance requirements.

STEP 2. Provide Information (PRINT)

Contact _____ Street address _____
 City _____ State _____ Zip code _____ Phone number _____
 Email (print) _____

STEP 3. Provide Location Information

Date of photos _____ Hours of photos (from - to) _____ Number of People _____

STEP 4. Read and Sign (please initial all Xs)

This application is Photos only. Anyone interested in holding a wedding reception, or rehearsal dinner should contact Jamie Hollander Catering at (215) 862-9809, or www.glenfoerd.jhollandergourmet.com. Payment required with submission of application. X _____

Permits are non-transferable and non-refundable.

In the event of inclement weather please call the office at (215) 632-5330 to reschedule.

Additional fees apply if exterior photographs are moved to the mansion interior. X Additional fees may be charged for rescheduling. X _____

Permit must be in possession at all times while using the site.

Applicants must park in the designated parking lot. Oversized vehicles use the Grant Ave. & Milnor St. gates for entering and exiting the property.

Photo props, flowers, papers, trash, etc. must be removed from property and disposed off- premises. Fastening or attaching any rope, sign, banner, flyer or other object to any tree or shrub is strictly prohibited.

Applicant agrees to faithfully observe and comply with the conditions, regulations and provisions prescribed herein and by the ordinances of Parks & Recreation, and the City of Philadelphia, the laws of the Commonwealth of Pennsylvania and the United States of America.

Applicant agrees to indemnify and hold Glen Foerd Conservation Corporation and the City of Philadelphia harmless from any liability to any person resulting from any property damage or personal injury occurring in connection with the photo shoot caused by the applicant or the sponsoring organization, its officers, employees, or any person under its control.

I do solemnly swear (or affirm) that all given statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined above and agree to abide by them.

Signature of applicant _____ Date _____

STEP 5. Submit the Application

Return this completed form along with fee made payable to Glen Foerd. Email application and certificate of insurance to scott@glenfoerd.org. Payment is nonrefundable. Check or credit card payment are accepted. **Applications will not be processed without payment and proof of insurance.** One day event insurance, with a \$1 million per occurrence limit, must name Glen Foerd Conservation Corporation and the City of Philadelphia as additional insured.