

# Historic Collinsville Pioneer Settlement and Weakley House Museum

4711 Weakley Road | Southside, TN 37171 | [www.historiccollinsville.com](http://www.historiccollinsville.com)

## Photography and Videography Policy

Historic Collinsville is an ideal backdrop for photos and videos. The staff welcomes the opportunity to host professional videographers, photographers and their clients. In this policy, professional is defined as any photography and/or videography in which income is derived or some other compensation is obtained, monetary or otherwise, as a result of photos and/or videos made at Historic Collinsville. To work more cooperatively and aid compliance of guidelines, the following rules apply to various categories of photography and videography:

- Photography/videography sessions, classes, workshops and other types of photography/videography events must be scheduled no less than 48 hours in advance of the date and time of the photography/videography happening by calling, emailing, or visiting a Historic Collinsville director (see [www.historiccollinsville.com](http://www.historiccollinsville.com) for contact information).
  - Sessions, classes, workshops and other types of photography/videography events may last from 10am-4pm on a single day or any length of time between 10am-4pm on a single day.
- Photography/videography sessions, classes, workshops and other types of photography/videography events should take place during times in which Historic Collinsville is open to the public (see [www.historiccollinsville.com](http://www.historiccollinsville.com) for open days and hours) unless other arrangements are made between a director of Historic Collinsville and the photographer/videographer.
  - Should arrangements be made for days and/or times in which the site is not open to the public, a contract with the terms of the agreement must be signed by a Historic Collinsville Director and the photographer/videographer and an additional fee will apply to pay a staff member to be on-site for a photography/videography event occurring at a time when the site is closed to the public. The additional fee to pay a staff member to be on-site will be no less than \$25.00 per hour and may be a higher amount based on the day and time of the on-site need.
- The fee for the photographer's/videographer's sessions, classes, workshops, and other types of photography/videography events will be the cost of special-event admission plus an additional fee of \$50.00 to use the site.
- The fee for clients for the photographer's/videographer's sessions, classes, workshops, and other types of photography/videography will be based on a case-by-case basis and will be no lower than the cost of special-event admission.
- Photographers/videographers are accountable for themselves and clients while at Historic Collinsville.
  - All photographer/videographer instructors/group leaders, will enter Historic Collinsville at the Visitor Center where all will check-in with the staff member on-site for the photography/videography event
    - All Parking is across the street from the Visitor Center in the grassy area unless otherwise agreed upon and stated in the signed contract.
  - No littering.
    - If something is used, like confetti, that litters the ground/floor it must be cleaned off the ground/floor and disposed of properly immediately after use.
  - Do not nail, tape, glue, or affix any objects to anything on the property.

- While on the grounds you and your clients uphold the integrity of our facility in dress, actions, and content of photographs/video.
  - No nudity, no pornography, and nothing sexually suggestive.
  - Nothing indecent, nothing obscene, and nothing associated with foul language.
  - Nothing political.
  - Nothing portraying an injury/illness, nothing portraying death, and nothing morbid.
  - Nothing portraying witches or witchcraft, nothing portraying demons or demonic activity, and nothing associated with satan or satanic activity.
  - Nothing associated with ghosts or spirits of the afterlife, nothing haunting, and nothing evil.
  - No illegal activity will be tolerated.
    - Adhere to local, state, and federal laws and regulations.
  - No smoking, drugs, or alcohol anywhere on the property.
- Photographers/videographers and clients should not open and/or enter through any gates, doors or areas that have been locked or blocked off or go into places with signs posted prohibiting entry without given permission and with a director or Site Representative present.
- Photographers/Videographers and clients should respect the property and its contents. (The contents of Historic Collinsville are antiques.)
  - Do not climb on or over gates, posts, fences, railings or on trees, equipment, or buildings.
  - Do not walk in gardens or pick plants.
  - Do not stand on or climb on chairs, tables, or other outdoor or indoor furniture.
  - Do not sit on chairs with items in them or remove the items in the chairs (they are unstable).
  - Do not purposefully damage property or site contents.
  - Be respectful of all visitors and other photographers/videographers by not restricting access to any part of the property or blocking views.
  - Do not leave any props or equipment unattended.
- Photographers/Videographers and clients assume full responsibility for their property while on the grounds.
- Failure to adhere to photography/videography guidelines may result in the termination of photography privileges in the future and/or further actions.
- Photographers/Videographers and clients must sign-in at the Visitors Center upon arrival and sign-out upon departure.

The photography/videography contract will be a separate document with terms unique to the agreements between all parties signing the contract. Some terms in the policy are subjective. Therefore, a verbal discussion of the policy will take place prior to the signing of the contract between the director and the photographer/videographer.