



**Northville Historical Society
Mill Race Village**

**Application for Commercial Photography Permit
Terms and Conditions, Use and Restrictions**

The Northville Historical Society (“NHS”) welcomes Commercial Photographers to use Mill Race Village (“Village”) as their outdoor studio for photo and video shoots with clients. Commercial Photographers must obtain a Commercial Photography Permit to take any photographs on the grounds of the Village. A “Commercial Photographer” is defined herein as a person or company that directly or indirectly charges a fee for their photography services, sells their images in any way, or uses images of the Village to sell any product or service. “Photography” includes film and digital formats with still or motion imagery. Photography instructors associated with for-profit organizations or companies are considered Commercial Photographers. Commercial Photographers hired by parties who have a written contract with Mill Race Village (e.g., photographer for weddings at Mill Race) do not need a Photography Permit for the event, but must adhere to the Terms, Conditions, and Restrictions related to Commercial Photographers.

Commercial Photography Permit Application Package

- Signed copy of this *Commercial Photography Permit Application* (6 pages)
- Initialed copy of *Northville Historical Society, Mill Race Village Photography Policy* (attached, 2 pages)
- Cash or check for required fee(s); make check payable to Northville Historical Society. Please contact Village staff to make arrangements to pay by credit card.
- Commercial general liability insurance, which includes bodily injury, personal injury and property damage coverage, as well as an endorsement naming the Northville Historical Society and the City of Northville as additional insureds must be maintained in full force during the Permit period. A certificate of insurance and the endorsement must be provided at time of application.

You may submit the Application Package in person at the Mill Race Village office in Cady Inn, during regular business hours, or mail to: Northville Historical Society / 215 Griswold Avenue / Northville, Michigan 48167
Please write on envelope: “Attention – Commercial Photography Application”

Questions? Call or email: (248) 348-1845 / office@millracenorthville.org

Commercial Photography Permit Fees

One Day Permit	<i>For one named photographer \$100 for Member of the Northville Historical Society \$125 for Non-Member</i>
Annual Permit	<i>\$500 for up to two named photographers (same company) \$400 for one additional named photographer (same company) Only one photographer may be using the Permit at any given time.</i>
Discounts	<i>1) Returning photographers receive \$100 early renewal discount if Annual Permit application received by January 31st 2) Annual Permit fee discounted \$250 if application received after August 31st</i>

Annual Permit benefits: Commercial Photographers with a full year Annual Permit will be included on the NHS Vendor List given to couples being married at Mill Race Village.

Permit fees must be included with the Permit Application and must be submitted at least 7 days prior to the first Permit use. Annual Permit is for the calendar year period January 1st through December 31st.

Application for Commercial Photography Permit

Commercial Photographer Permit Badge

Upon approval of a complete Permit Application Package, photographers will be mailed a Mill Race Village Commercial Photographer Permit Badge (“Permit Badge”)

One Day Permit: An embossed Permit Badge, with the approved photographer’s name.

Annual Permit: A laminated and embossed Permit Badge, with approved photographer(s) name and photo.

Permit Badge Use and Restrictions

- 1) The Permit Badge must be worn and visible whenever the photographer is on Village grounds. NHS provides a lanyard with Annual Permit badge. Copies of any Permit Badges are not permitted.
- 2) The Permit Badge is for the sole use of the photographer named on the Badge. Designated NHS representatives may ask for photo identification to verify they are the photographer named on the Badge. Photographers who cannot verify their identity will be asked to leave the Village grounds.
- 3) There is a \$50 replacement fee for any lost Permit Badge.
- 4) Permits are non-refundable.

Rules of Commercial Photography Etiquette in Mill Race Village

- Do not climb on walls, rocks, trees or bushes. Stay on the pathways and mowed lawn areas.
- Do not pick flowers or walk in garden beds. Plants get trampled and soil is compacted.
- Do not climb on balconies, sit on porch railings or window sills, or otherwise disrespect and endanger the buildings. Sitting and standing on porches or steps is permitted.
- Do not move or rearrange signs, benches or any other objects or furniture.
- Do not wade or swim in the stream adjacent to Mill Race Village.
- Do not set up tables, signs or other equipment to solicit business.
- Do not use a candle or any type of open flame on Village grounds.
- Do not disrupt or direct the activities of Village guests or staff.
- Alcohol is not permitted on the Village grounds.
- Commercial Photographers may not use Village grounds after dusk, when the Village is closed to the public, or Sundays between 1pm and 4pm in June through October.
- Commercial Photographers may not use Village grounds during a Village wedding or special event. Permitted commercial photographers will be sent, via email, a calendar listing all weddings and special events.
- All motor vehicles must remain in the Village parking lot. Driving on lawns or the dirt lane is not permitted.
- Do not litter. Carry out all your trash, or dispose in trash cans.
- Photographs are not allowed inside any Village building. Photographs may be taken in the Village gazebo. Booked wedding parties and their photographer may take photographs in the Village church.
- A Commercial Photographer is responsible for their property (e.g. photography equipment). The NHS assumes no liability for loss, theft or damage to said property, or any property belonging to their clients.
- A Commercial Photographer is responsible for the cost of any damage to Village property caused by the photographer or their clients.

These Rules Are Not Complicated Or Onerous. Use Common Sense And Enjoy Your Visit.

Violation of these Rules of Photography Etiquette, Permit’s terms and conditions, use and restrictions, or other provisions in the Mill Race Village Photography Policy (attached) will result in the Commercial Photographer and their client(s) being asked to leave the Village grounds. Northville Police will be called for assistance and enforcement, if needed.

Application for Commercial Photography Permit

Commercial Photography Permit Applicant(s)

PLEASE CIRCLE PERMIT TYPE

One Day Member Permit	FEE \$100 <i>For one named photographer, member of the NHS</i>
One Day Permit	FEE \$125 <i>For one named photographer, non-member</i>
Annual Permit # of Photographers: <input type="checkbox"/>	FEE \$500 <i>For up to two named photographers</i> \$400 <i>For one additional named photographer</i> <i>Note: For photographers employed by same company.</i> <i>Only one photographer may be using the Permit at any given time.</i> <i>Each named photographer must submit a passport-size photo.</i>

Applicable Discounts for this Application (check, if applicable)

Early Renewal Discount Returning photographers receive a \$100 discount if Annual Permit application received by January 31st

Late Season Discount Annual Permit fee discounted \$250 if application received after August 31st

REQUIRED APPLICANT INFORMATION

Company Name

Phone

Email

Street Address

City, State and Zip Code

Photographer's Name

For Permit Badge

Cell Phone

Email

Mailing Address (if different than above)

I, the undersigned applicant for a Mill Race Commercial Photography Permit, have read all of the Permit's terms, conditions, uses and restrictions as described herein and in the related Photography Policy.

I agree to strictly adhere to all of these terms, conditions, and restrictions.

I understand that if I violate any of these terms, conditions, or restrictions, the Northville Historical Society may revoke my Mill Race Commercial Photography Permit, without any refund of fees paid. The Permit Badge is the property of the Northville Historical Society and must be returned if your Permit is revoked.

I swear that the insurance policy that I have provided is true, accurate, and will remain in effect for the full period covered by my Permit.

I am not an employee of NHS or the City of Northville, and am not eligible for any benefits from those entities.

Photographer's Signature

Date

Application for Commercial Photography Permit

Check box to indicate this page is Not Applicable (single photographer Permit application)

COMPANY NAME _____

ANNUAL PERMIT – MULTIPLE DESIGNATED PHOTOGRAPHERS

For 2nd and 3rd designated photographers, as needed

#2 Photographer’s Name

For Permit Badge

Cell Phone

Email

I, the undersigned applicant for a Mill Race Commercial Photography Permit, have read all of the Permit’s terms, conditions, uses and restrictions as described herein and in the related Photography Policy.
 I agree to strictly adhere to all of these terms, conditions, and restrictions.
 I understand that if I violate any of these terms, conditions, or restrictions, the Northville Historical Society may revoke my Mill Race Commercial Photography Permit, without any refund of fees paid. The Permit Badge is the property of the Northville Historical Society and must be returned if your Permit is revoked.
 I swear that the insurance policy that I have provided is true, accurate, and will remain in effect for the full period covered by my Permit.
 I am not an employee of NHS or the City of Northville, and am not eligible for any benefits from those entities.

 2nd Photographer’s Signature _____
Date

#3 Photographer’s Name

For Permit Badge

Cell Phone

Email

I, the undersigned applicant for a Mill Race Commercial Photography Permit, have read all of the Permit’s terms, conditions, uses and restrictions as described herein and in the related Photography Policy.
 I agree to strictly adhere to all of these terms, conditions, and restrictions.
 I understand that if I violate any of these terms, conditions, or restrictions, the Northville Historical Society may revoke my Mill Race Commercial Photography Permit, without any refund of fees paid. The Permit Badge is the property of the Northville Historical Society and must be returned if your Permit is revoked.
 I swear that the insurance policy that I have provided is true, accurate, and will remain in effect for the full period covered by my Permit.
 I am not an employee of NHS or the City of Northville, and am not eligible for any benefits from those entities.

 3rd Photographer’s Signature _____
Date

Application for Commercial Photography Permit

Agreement to Assume All Risks, Indemnify and Hold Harmless

To the fullest extent permitted by law, the _____
assumes all risks and agrees to defend, pay on behalf of, indemnify and hold harmless, the City of
Northville, Northville Historical Society and Mill Race Historical Village, including all of its elected
and appointed officials, all employees and volunteers, all boards and any others working on behalf of
the City of Northville, Northville Historical Society and Mill Race Historical Village against any and all
claims, demands, suits, or loss, including all costs connected therewith, including but not limited to
attorney fees, and for any damages which may be asserted, claimed, or recovered against or from the
City of Northville, Northville Historical Society and Mill Race Historical Village, and any of its elected
and appointed officials, all employees and volunteers, all boards, and/or authorities and their board
members, employees, and volunteers and others working on behalf of the City of Northville, Northville
Historical Society and Mill Race Historical Village, by reason of personal injury, including bodily
injury or death, and/or property damage, including loss of use thereof, which arise out of or are in any
way connected with or which are alleged to arise out of or alleged to be in any way connected with the
_____event, to be held on _____ including, but not
limited to, any negligence or alleged negligence on the part of the City of Northville, the Northville
Historical Society and Mill Race Historical Village.

Signature of person authorized to execute this agreement:

Print Name: _____

Signature: _____ Date: _____

Application for Commercial Photography Permit

Commercial Photographer Permit Badge(s)
--

Permit Badge # _____ Permit Type (circle one) *One-Day* Specify date _____
Annual Late-Season Annual

Named Photographer: _____

Issued By: _____ Date: _____

2nd Permit Badge # _____ Permit Type (circle one) *Annual* *Late Season*

Named Photographer: _____

Issued By: _____ Date: _____

3rd Permit Badge # _____ Permit Type (circle one) *Annual* *Late Season*

Named Photographer: _____

Issued By: _____ Date: _____

For Office Use Only

Total Fee Due \$ _____	
Amount Paid \$ _____	Date Paid _____
Certificate and endorsement of insurance policy received? (circle)	Yes No
Signed copy of "Agreement to Assume All Risks, Indemnify and Hold Harmless" received? (circle)	Yes No
Passport-size photos received? (circle)	Yes No
Payment Method (circle)	Cash Check # _____ Credit Card Type _____
Photography Permit Approved By _____	
Date Approved _____	
NOTES	
<i>PLEASE ATTACH PHOTOGRAPHER'S BUSINESS CARD, IF PROVIDED/AVAILABLE</i>	

Photographer's Initials			
-------------------------	--	--	--

Northville Historical Society Mill Race Village Photography Policy

The Northville Historical Society is a 501(c)3 non-profit, volunteer organization that operates and finances Mill Race Village ("The Village"). The Village grounds are popular for photography. We want each guest experience to be memorable.

Photography -- which encompasses film and digital, still and motion imagery -- may be taken in public areas for personal use. Personal use means that the images will not be sold or used for any commercial purpose. Personal photographs or videos may be shared with friends, family, and social media web sites. Students must be prepared to show Student Identification. Non-profit photography classes, clubs or groups of three or more amateur photographers are required to call ahead so that we can put you on the schedule and let you know of any Village events that may limit your activities.

Commercial photographers like to use Mill Race Village as their outdoor studio for photo and video shoots with clients. Photography for commercial use requires a Commercial Photography Permit. A commercial photographer is defined as a person, organization or company that directly or indirectly charges a fee for their photography services, sells their images in any way, or uses images of Mill Race Village to sell any product or service. Photography instructors associated with for-profit organizations or companies are considered commercial photographers, and must follow all policies applicable to commercial photographers.

Please refer to the Commercial Photography Permit Application for additional information on the Permit's fees and related terms and conditions.

News media commercial photographers who prominently display news media ID will be allowed to take photographs during regular business hours as long as they do not interfere with Village guests. News media photographers are required to provide notification in advance of their planned visit.

Guests taking personal or commercial photographs may visit the Village from dawn to dusk when the grounds are open to the public, with the exception that Commercial photographers may not use Village grounds on Sundays, between 1:00 p.m. and 4:00 p.m., from



June through October or when the Village is being used for weddings or special events.

Photographers taking images for personal use may use tripods on Village grounds. Additional equipment, such as lights, ladders, and props, are prohibited without prior written permission from the Northville Historical Society. Without said permission, the photographer will be deemed a commercial photographer and asked to leave the grounds until a Commercial Photography Permit is acquired. This includes students doing work on class assignments, amateur photography clubs, and other photography students or hobbyists.

All photographers must be courteous and use good judgment while photographing. For the safety and enjoyment of Mill Race Village, the following **Rules of Photography Etiquette** apply to all photographic activities on Village grounds. These rules are as much for your safety as it is for the safety, longevity, and conservation of the buildings and grounds of Mill Race Village. This is a historical site and its historical value must be protected. The Northville Historical Society reserves the right to refuse permission or terminate a photography shoot, for personal or commercial use, at any time if a Village representative deems a photographer's behavior is not in the best interest of other guests or the Northville Historical Society.

Questions? Call or email (248) 348-1845
mrv1845@yahoo.com

Photographer's Initials

Rules of Photography Etiquette at Mill Race Village

Do not climb walls, rocks, trees or bushes. Stay on the pathways and mowed lawn areas.

Do not pick flowers or walk in garden beds. Plants get trampled and soil is compacted.

Do not climb on balconies, sit on porch railings or window sills, or otherwise disrespect and endanger the buildings. Sitting and standing on porches or steps is permitted.

Do not move or rearrange signs, benches or any other furniture.

Do not wade or swim in the stream adjacent to Mill Race Village.

Do not set up tables, signs or other equipment to solicit business.

Do not use a candle or any type of open flame on Village grounds.

Do not disrupt or direct the activities of Village guests or staff.

Alcohol is not permitted on the Village grounds.

All motor vehicles must remain in the parking lot. Driving on lawns or the dirt lane is not permitted.

Do not litter. Carry out all your trash, or dispose in trash cans.

You are responsible for your property (e.g. photography equipment). The Northville Historical Society assumes no liability for loss, theft or damage to said property.

You are responsible for the cost of any damage to Village property caused by you or your clients.

Do not take any photographs, still or moving images, inside any building. Photographs may be taken in the Village gazebo. Booked wedding parties and their photographer may take photos in the Church.

These rules are Not Complicated or Onerous Use Common Sense & Enjoy Your Visit

Violation of these Rules of Etiquette will result in the photographer and guests/clients being asked to leave the Village grounds. Northville Police will be called for assistance, if needed. Commercial photographers will not receive any refund and may only reenter Village grounds with express approval of the Northville Historical Society.