

Sumner County Tourism (SCT) Photography Policy

To protect the property, visitors and staff of Sumner County Tourism (SCT) and to insure orderly operations of SCT, there are certain guidelines that must be followed when photographing on the grounds of SCT. A permit is required for all professional/commercial/posed photography shoots on SCT property to accommodate demand for photo sessions and to avoid conflicts with other scheduled events at SCT.

Permits are issued for one year. In order to obtain a one year permit, photographers must (1) sign and submit a completed application at least two weeks prior to their arrival, (2) submit a certificate of insurance as proof of adequate liability insurance coverage, (3) pay a \$50 annual permit fee. Applications will be processed and permits issued after these three items have been submitted.

Definition of Professional/Commercial/Posed Photography

The SCT defines professional/commercial/posed photography as: any photographer (amateur or professional) who gathers a group together for a photo and/or poses individuals for weddings, family, portraits, graduations, engagements, or similar; or professional or commercial photographers or other visitors taking photos for commercial purposes; or all photography shoots, professional or amateur, which utilize professional equipment (i.e. tripod, lights, detachable flash, umbrellas, light reflectors etc.).

Permit Exemptions

Visitors using cameras for their own personal use and news related photography are generally exempt from the permit requirements, but the SCT reserves the right to deny permission for any reason. Photographers contracted to work scheduled SCT approved events on SCT property are exempt from permit requirements and are considered to be part of the event.

General Guidelines

- Photography by permit is allowed during business hours only, without prior approval by SCT. The SCT office is open Monday through Friday from 8:30 a.m. to 4:30 p.m. and is closed weekends and holidays. Payment may be made by cash or check (payable to SCT).
- Photographers who are issued permits must contact SCT to schedule a photo session. A minimum 3-day advance notice is required to schedule photo sessions. Photography sessions are a maximum of two hours in duration. Access is limited to scheduled sessions only.
- Upon arrival at a photo session, photographers should “check in” at the SCT offices to notify SCT staff they are on the premises and are carrying a valid permit. The permit must be in the photographer’s possession and available for display during the photo session.
- No more than 10 participants, including the photographer and subjects, are allowed per session, without prior approval of SCT. Groups of more than 10 constitute a facility rental and will be charged according per facility rental policy.
- SCT has the right to control the number of photography shoots on the grounds at one time to lessen disruptions to our operations.

- Film/video shoot requests will be handled on a case-by-case basis. Depending on the complexity and length of film/video request, a security/damage deposit, event rental and staff time may be charged.
- SCT has a policy of Carry In – Carry Out. All materials brought in by permittees, including trash, must be removed from the grounds. SCT trash receptacles cannot be used to dispose of any waste. All areas should be left in the condition in which they were found. Any damage must be reported to SCT immediately. If damage is done, you will be assessed fees to cover the cost of the damages, labor for repairs, etc., and your permit could be revoked.
- Permit fee does not provide exclusive use of SCT property. Other visitors may be enjoying the grounds during the time you have reserved.
- Vehicles are allowed on paved surfaces only and cannot block driveway. Park in parking areas (on the pavement) unless special permission is given to park elsewhere.
- Pets (other than service animals) are not allowed on SCT grounds without permission.
- Any extensive set-up on SCT grounds must be approved in advance.
- No alcoholic beverages are permitted during photographic sessions.
- Events are constantly updated; any SCT scheduled event will supersede and take priority over photo sessions.
- Please be sure all clients are aware of SCT guidelines.
- SCT has the right to refuse entry to photographers holding permits due to inclement weather or other unforeseen circumstances.
- SCT maintains the right to adjust policies in specific instances for the best interests of the facility and the general public.
- Any permit or reservation may be revoked upon violation by the permit holder of any ordinance, rule, or regulation of SCT, Sumner County or the State of Tennessee.
- If you have any questions while you are on site at SCT, speak with a staff member or call 615-230-8474.

The Following Is Prohibited:

- Photography in restricted areas and indoors (of any building) without permission from SCT.
- Photography involving nudity.
- Tying, draping or attaching in any way, rope, props, or equipment to trees, shrubs, fences, or benches.
- Tying or attaching anything to any architectural features.
- Cutting, tying back or altering shrubs, plantings, or trees in any way.
- Posting direction signs for photography locations of any kind.
- Digging and/or staking.
- Using open flames.
- Tenting or using plastic tarps.
- Using benches or other structures as storage areas.
- Climbing trees or fences.
- Photography in or near entrances, stairwells or window wells.

**SUMNER COUNTY TOURISM (SCT)
PHOTOGRAPHY PERMIT APPLICATION**

MAKE ALL CHECKS PAYABLE: Sumner County Tourism

EMAIL ALL APPLICATIONS TO: kelly@visitsumner.tn.com or fax to 615-230-9963

Application-Agreement, Certificate of Insurance (issued to *Sumner County Tourism*) and \$50 fee must be received before application is processed and permit issued.

PLEASE ALLOW 3 – 5 DAYS PROCESSING

1. Date of Application: _____ Calendar Year: _____

2. Name of Person Making Application: _____

3. Agency / Organization: _____

Address: _____

Fax: _____

City State Zip: _____

Home or Business Phone: _____ Cell Phone: _____

Email Address: _____

\$50 PERMIT FEE

“The discovery of false or misleading information regarding the applicant or events / activities on this application will result in the rejection of this application, revocation of approval of use of Sumner County Tourism property and/or denial of future request to access Sumner County Tourism property.”

AGREEMENT

Sumner County Tourism (“SCT”) and _____ (“Photographer”) agree as follows:

1. SCT agrees to permit Photographer to engage in still photography activities at its offices in Gallatin, Tennessee and to bring into the facilities such photographic and related equipment as necessary to conduct photography session.
2. Photographer agrees to:
 - a) be liable for any damage or injury to persons or property relating in any way to the photography session;
 - b) pay to SCT the sum of fifty dollars \$50.00 annually;
 - c) purchase, at its own expense from an insurance company licensed to do business in Tennessee, continuing public liability and property damage insurance with a single limit of not

less than three hundred thousand dollars (\$300,000.00), naming Sumner County Tourism as an insured, and Sumner County and The Rogers Group as additional insureds, and to deliver to SCT a certificate of insurance demonstrating compliance with this paragraph prior to the permit being issued.

d) indemnify, defend and hold harmless SCT, its officers, agents and employees, Sumner County and Rogers Group from all claims relating in any way to the Event, including, without limitation, SCT's attorney fees and all claims or damages resulting from personal injuries or property damages or from Photographer's failure to observe all applicable laws and ordinances;

e) assume all risk and responsibility for any dangerous or defective conditions on the grounds of SCT property, whether known or unknown;

f) immediately terminate still photography activities and remove all persons and property associated with the event if directed to do so by the SCT;

h) restore the facilities to the original condition prior to the photography session; and

i) prevent depiction in any image or images made available for public viewing any activity that would be prohibited by the rules and regulations of any federal, state or local laws.

j) Be familiar with SCT photography policy and abide by it.

3. This document sets forth the entire agreement of the parties.

4. The individual executing this Agreement on Photographer's behalf affirms that he is authorized to do so.

5. No modification of this Agreement shall be valid unless in writing and signed by SCT.

6. This Agreement shall be governed by Tennessee law.

7. Any suit relating in any way to this Agreement shall be brought in a court of competent jurisdiction in Sumner County, Tennessee.

SUMNER COUNTY TOURISM
2310 NASHVILLE PIKE
GALLATIN, TN 37066

by: _____

TITLE: _____

DATE: _____

PHOTOGRAPHER

SIGNATURE: _____

DATE: _____