

Dudley Foundation Photography and Filming Policy

The Dudley Farm Museum encourages visitors to take photographs, videotape, or otherwise creatively reproduce images of the buildings and grounds for their personal enjoyment. The photographic policy, set forth below, enables the Museum to manage the effects of these activities on normal operations and ensure the safety of our guests, the collections, and the buildings. For pictures of specific items in the collection, either for scholarly publication, commercial use, or for personal study or reference, please contact the Museum Director. The use of the interior of the house, its outbuildings, or grounds, is at the photographer's and his/her subjects own risk.

1) Visitor Photography Policy (Non-commercial)

Still photography and videotaping is permitted on the grounds and in the interior of buildings of The Dudley Farm for private/personal, non-commercial use only; they may not be published, sold, reproduced, transferred, distributed, or otherwise commercially exploited. While the use of a tripod is permitted, mounted lighting, reflectors, or other professional equipment is not permitted. Flow of visitors through the buildings or along walkways must not be impeded. Plants may not be moved, cut, rearranged, or handled in any way. Collections items may not be touched or moved. There is no fee for this type of photography, outside the cost of admission.

2) Public Relations (Media) Photography Policy

Members of the media (newspaper, TV, radio, etc.) may photograph or film on the grounds and within designated areas of The Dudley Farm for the purpose of news coverage that includes The Dudley Farm or any of its associated activities. Members of the press are asked to please contact the Museum Director prior to arrival at least 24 hours in advance. Exceptions to this may be made on a case by case basis.

3) Commercial Use and Professional Photography

Commercial photography includes, but is not limited to, professional wedding or portrait photography, landscape or architectural photography. Arrangements for such must be made at least one week in advance and a completed Photography/Filming Permission Request Form must be signed and approved. All photography must be conducted without disruption to the Museum's operations and without limiting accessibility to areas of interest to visitors. The Dudley Farm is available for photography during normal museum hours or by appointment with appropriate permission. The Dudley Foundation reserves

the right to approve final content for anything in which images from The Dudley Farm or its properties appear. If pictures are to be published, The Dudley Foundation/Dudley Farm Museum must be acknowledged as the venue. The credit line must read "The Dudley Farm Museum, Guilford, Connecticut". *Commercial photographers must be insured for general liability and provide a certificate of insurance, demonstrating such insurance coverage, for a minimum of One Million Dollars per naming The Dudley Foundation as the additional insured. The certificate must be submitted (7) days prior to the photo shoot.*

Fee Scale for commercial use for photography

Group or Individual Portraits: \$25 per hour/group.

Exceptions to this policy may be made with Board approval on a case-by-case basis.

Approved by Dudley Foundation BOD January 14, 2016; Revised BOD 1/12/2017