



# Montpelier Film, Video & Photography Policy

The Montpelier Foundation's policy is to extend every consideration to individuals and companies wishing to film or photograph Montpelier, its furnishings, grounds, or outbuildings that are consistent with the Foundation's mission of preserving and accurately interpreting Montpelier. For this purpose, the Foundation has established the guidelines below. Requests for videotaping, filming, or photography should be made directly to the Communications Department.

## Visitors

We encourage visitors to take photographs of Montpelier's beautiful mansion and grounds for your personal use. Visitors may not take photos inside the mansion and in certain galleries. No photographs, videos, CDs, multimedia, or images of any kind of, including, but not limited to, the house, grounds, exhibits, and property therein, are allowed to be taken for commercial uses of any kind, or for any other use without the express written permission of The Montpelier Foundation. Use of drones for personal or commercial use at Montpelier is only allowed with written permission from The Montpelier Foundation.

## Press

Montpelier maintains a stock of photos and images available for download for the press. These range from historic images to architectural drawings, to restoration photos, to photos of Montpelier events. The photos are high-resolution images that include credit and caption. All Montpelier photos should be credited as follows: *Photo courtesy of The Montpelier Foundation*. Please contact the Communications Department for information on how to access these images.

We welcome and encourage visits from reporters and photographers of the working press. We request that all members of the press contact the Communications Department at 540-672-2728 x115 to arrange a visit. The Communications Department can provide you with background information, and arrange for photographs of your requested subject, and interviews with the appropriate staff. We also will provide a Montpelier staff person to accompany photographers and reporters while on the property.

Although we find that most of our visitors are delighted to have their photographs taken, we request that the press, while on the property, respect our visitors' privacy. If group photographs, film or video of visitors are desired, we ask that the request be announced to the visitors, and that they be given the opportunity to remove themselves from the shot, if they so desire. If individual film, video or photographs of visitors are desired, we request that the photographer ask for approval from the individual visitor, or their accompanying parent or guardian if they are under age.

In general, taking photographs of school groups can be problematic because some parents specifically refuse permission for their children's photographs to be taken during school or school activities. If such photos are desired, however, we can usually make special arrangements ahead of time to exclude those children from the photo. Please contact the Communications Department to make arrangements.

The Montpelier Foundation is the guardian of Montpelier, its image, and James Madison's legacy. As such, we limit the use of Montpelier images for commercial purposes in order to maintain artistic control. To protect Montpelier's image, we request that photographs taken for a news story by the press not be sold to third parties.

## Commercial Ventures

As a general policy, The Foundation does not permit its name or any images of Montpelier, its grounds, or collections to be used for commercial purposes, or to promote a product or service. Those who wish to take photographs of Montpelier to sell, to promote a product, or for any other commercial purposes, must make a request in writing from the Communications Department. Please submit two copies of the "Request for Photographing at Montpelier" form two weeks prior to the date requested. Photographers are responsible for getting written permission to use the images of any visitors or Montpelier staff.

## Re-use Restrictions

For film, video, or audio projects, one-time, non-transferable editorial rights for North American, English-language, broadcast distribution are authorized by the signed request form. For photography projects, one-time, non-transferable editorial rights for North American, English language, one-edition distribution are authorized by the signed request form. Any additional, subsequent, or different use constitutes a reuse and must be applied for and approved in writing.

## Conservation Restrictions

Original Madison objects, period pieces, and other objects in the Montpelier collection are fragile and, in some cases, irreplaceable historic artifacts which are the responsibility of the Montpelier Curatorial Department. In some cases, objects are on loan from other institutions and cannot be photographed without that institution's permission. To preserve these artifacts for future generations, the following restrictions apply:

- Objects on loan to Montpelier from other institutions or individuals may not be available for photographs.
- Objects in the Montpelier collection can only be touched or moved by a qualified member of the Foundation's Curatorial Department. Objects must never be used for sitting or holding equipment.
- Strong lights emit heat that can be damaging to objects must be turned off when not in use. Ultraviolet lights can cause fading or darkening of textiles, works of art, and other materials, and must not be aimed directly at objects.
- All equipment, such as tripods, tracks, or lights must use rubber tips or pads to prevent damage to floors.
- To protect objects in the Montpelier collection and the historic home, placement of equipment is subject to review and approval by a staff member from Montpelier's Curatorial and/or Communication Departments.
- Food, drink, and smoking are not permitted inside the mansion or in any other exhibit area.
- Photographers and film crews will be monitored by staff from The Montpelier Foundation at all times.
- The Montpelier Foundation reserves the right to require reimbursement of expenses for staff time involved in on-location supervision.
- Some background noise due to ongoing restoration, visitor noise, or HVAC system operations will probably be evident in any audio recording.

## Charges for Access, Reproduction, Photography, and Use of Collection

Access, reproduction, photography, video and use of the permanent collection may involve fee charges. Such charges will be based upon Board approved fee schedules.

## Equipment

Photographers and technicians are to take full responsibility for all of their equipment. The Montpelier Foundation is not responsible for any damage to or theft of equipment while on the property.

## Electrical Power and Other Special Needs

While the restoration is ongoing, electrical sources may be moved or adjusted. Please notify the Communications Department of any electrical or other special needs.

## Copies

The Montpelier Foundation requests two complimentary (2) copies of the completed film, still photographs, book, article, audio, or video be sent at the completion of the project to the Montpelier Communications Department for use by the Foundation. The Montpelier Foundation requests the right to use the photographs or video with proper credit given.

## Legal Restrictions

The organization or individual filming or photographing will hold The Montpelier Foundation harmless against any claims or expenses that result from their work at Montpelier. In addition, they must agree to assume financial responsibility for any damage to Montpelier property caused by them or their agents. For extended projects the organization may be required to submit a certificate of insurance.

## Staff Members

The Foundation can make various staff spokespersons available as needed for interviews. Foundation staff cannot be photographed or recorded except with the permission of the Foundation and the individual staff person. Contact the Communications Department to schedule interviews with staff members. Releases from staff members must be obtained by the organization conducting the recording.

<p>By entering the Montpelier property, you agree to these terms. The Foundation reserves the right to deny the right to film, videotape, or photograph at Montpelier.</p>
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# Request for Film/Video/Photography at Montpelier

Organization \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## REQUEST

I wish to film or video the following subjects/objects (i.e., Madison table setting, formal gardens, carpenters, etc.):

\_\_\_\_\_  
\_\_\_\_\_

I wish to shoot in the following locations:

Main House       Visitors Center       Annie duPont Garden       Temple       Pony Barn

Gilmore Cabin       Madison Cemetery       Landmark Forest       Other \_\_\_\_\_

I will be using strong lights

Date requested: \_\_\_\_\_ Time requested \_\_\_\_\_

## FINAL PRODUCT

Advertising     Book     Magazine     Newspaper     Postcards     Other \_\_\_\_\_

Anticipated audience and distribution for final product: \_\_\_\_\_

\_\_\_\_\_

Will the product be:  Sold for a profit     Broadcast     Classified as news     Used in an advertisement

Other \_\_\_\_\_

For film or video—Estimated length of finished product: \_\_\_\_\_ minutes

## PERSONS ON THE PROPERTY

List of those who will be on the property during shooting: \_\_\_\_\_

\_\_\_\_\_

Montpelier staff person(s) who will be accompanying the above: \_\_\_\_\_

*Crew must be accompanied by a Montpelier staff person at all times while shooting on the property.*

We the undersigned agree to all the terms and conditions in the Montpelier Film, Video, and Photography.

REQUESTING ORGANIZATION:

THE MONTPELIER FOUNDATION

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Please contact the Montpelier Communications Department using our website contact page to get email or mail to The Montpelier Foundation, attn: Communications Department, P.O. Box 911, Orange, VA 22960.