



Winnetka Historical Society

411 Linden Avenue
Winnetka, IL 60093
847-446-0001
www.winnetkhistory.org

Schmidt-Burnham Log House

Photography, Video & Film Policy

Thank you for considering the Schmidt-Burnham Log House as a location for photography, video or filming. Due to its historic nature, for the protection of the property and grounds, and for the enjoyment of all visitors to the site, the following procedures have been established regarding photography, video and film.

The Schmidt-Burnham Log House is located in Crow Island Woods park. While the park is public, the Schmidt-Burnham Log House and grounds immediately surrounding it are privately owned, operated, financed and maintained by the Winnetka Historical Society, a 501(c)3 non-profit organization.

It is available for photography, video or filming for personal, professional and commercial use. Rules, permits and fees apply, depending on usage.

All visitors and photographers must observe and abide by any and all policies pertaining to the Schmidt-Burnham Log House.

Visitors to the Schmidt-Burnham Log House may occasionally be photographed and/or filmed by Winnetka Historical Society staff, volunteers, the media or press. Entering the Schmidt-Burnham Log House constitutes the visitor's agreement to being photographed or filmed, as well as release of any claim to the graphic reproductions or their proceeds. Visitors who do not wish to be photographed or filmed must notify the Winnetka Historical Society and every effort will be made to respect their privacy.

The Winnetka Historical Society welcomes inquiries about photography and videography. To request additional information regarding policies and fees, visit www.winnetkahistory.org or contact us at director@winnetkahistory.org.



Visitor Photography, Video & Film

For their own personal enjoyment, visitors are welcome to take amateur photography, video or film of the Schmidt-Burnham Log House and grounds. **Amateur photographs, video or film may not be sold or used for any commercial purposes.**

Visitors may share their photos of the Schmidt-Burnham Log House on social media outlets, including Facebook and Instagram. Please consider tagging us: #winnetkahistoricalsociety #schmidtburnhamloghouse.

Visitors taking photography, video or film for personal use may not at any time interfere with ongoing Winnetka Historical Society activities or compromise the safety of the building, grounds, staff or volunteers. Selfie sticks and tripods for personal use are not permitted inside the house.

Media/Press Photography, Video & Film

Prior to visiting the Schmidt-Burnham Log House, members of the media are asked to contact the Executive Director at director@winnetkahistory.org, who will inform docents that the media will be present. Media/press may be asked to show appropriate news credentials on site.

Professional Photography, Video & Film: Portrait, Family & Group

Exterior Use Only:

Professional photographers are welcome to use the landscaped Park District property around the scenic Schmidt-Burnham Log House as a backdrop for portrait, family, group and wedding photographs and/or video at no charge, but are encouraged to make a tax-deductible donation to the Winnetka Historical Society to support the ongoing maintenance of the building and landscaping.

Please note: photographers may not pose clients on the front steps or in landscaped areas immediately adjacent to the house, or place equipment in these areas.

Exclusive use of the site is not guaranteed. Any professional photography, video or film taken on museum property may not at any time interfere with ongoing Winnetka Historical Society activities or compromise the safety of the building, grounds, staff or volunteers.

Permission may also be required from the Winnetka Park District to use the park grounds and facilities. It is the photographer's responsibility to obtain any additional permits.

Interior Use:

Please refer to the *Commercial Photography, Video and Film Policy*.



Commercial Photography, Video & Film: for Publication, Sale, Promotion or Advertising

The Winnetka Historical Society welcomes inquiries about commercial photography and videography for film, television, advertising, and other similar media.

Requests for exterior and/or interior use of the Schmidt-Burnham Log House for commercial photography, video or filming must be submitted in writing to the Executive Director, along with a copy of the approved Village Commercial Filming Application if applicable (see below).

Requests are subject to a fee and will be considered on a case-by-case basis. Approval is at the full discretion of the Executive Director and Executive Committee. The Winnetka Historical Society reserves the right to refuse any request for any reason. Requesters may not misrepresent the Schmidt-Burnham Log House or the mission of the Winnetka Historical Society in any way.

The Winnetka Historical Society maintains full control over the use of the building and grounds before, during and after all photography, video or filming sessions. Usage is permitted on the ground floor only. Access to any other floor is restricted to authorized personnel.

Approved requestors will be issued a Permit, and must complete and submit in advance of the shoot date:

- *Usage Contract*, including Release & Hold Harmless
- Proof of proper insurance stating full compliance with the *Insurance Requirements* information.

Approved requestors must have the Permit and all forms on site for verification on the date of the shoot.

All fees must be paid no later than one week in advance of the scheduled shoot date. Unpaid fees will result in cancellation of the shoot.

Requesters must abide by all rules, regulations and fees put forth by the Winnetka Historical Society as outlined herein and must be accompanied at all times while on site by the Executive Director and/or an authorized Winnetka Historical Society representative.

PLEASE NOTE: In compliance with Winnetka Village Ordinance No. MC-10-2004, requests for commercial video or filming may need to be directed to the Winnetka Police Department to review the filming request and application requirements. The completed application must be submitted at least fifteen (15) days prior to commencement of filming to the Chief of Police, Winnetka Police Department, 410 Green Bay Road, Winnetka, IL 60093. It is the sole responsibility of the requesting party to obtain all permits required by the Village or the Winnetka Park District.



Credits

Where applicable, the Winnetka Historical Society is to be credited at the end of any video or film footage: i.e., "Filmed on site at the Winnetka Historical Society's Schmidt-Burnham Log House, Winnetka, Illinois."

Liability

The Winnetka Historical Society assumes no liability for loss, theft or damage to items or equipment belonging to a photographer, or any items or equipment belonging to their clients or vendors secured by them. The Winnetka Historical Society shall not be responsible for any damages or injuries to any persons or property involved with the photography, video or filming of any project.

The primary contact listed on the approved *Usage Contract* agrees to be financially accountable and pay in full any costs for any unforeseen expenses or repair for damages which are incurred as a result of negligence caused by them, their production staff, crew members, clients or models, or by vendors secured by them to work on the project. By signing the *Usage Contract*, the signee agrees to accept this responsibility.

Insurance

Commercial general liability insurance, which includes bodily injury, personal injury and property damage coverage, as well as an endorsement naming the Winnetka Historical Society and the Village of Winnetka 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.

Photography, Video & Film General Terms & Conditions

The Winnetka History Society reserves all rights for photographic reproduction of Museum Property, including the right to charge a fee for granting permission to reproduce collection items as stated in the museum's *Collections Management Policy, Section VI, Article D, February 2008*.

The Winnetka Historical Society reserves the right to approve final content for anything in which the Society or its properties will appear, either by name or by visual representation.

The Winnetka Historical Society reserves the right to refuse permission or terminate at any time any photography, video or film session for personal, professional or commercial use and ask the photographer or production company to leave the property if they are in violation of the stated policies herein.



General Use Rules & Regulations

- Smoking is strictly prohibited in the Schmidt-Burnham Log House and on its grounds.
- Visitors should not disturb or pick plants or flowers, or walk in landscaped areas.
- All visitors are required to wear shirts and shoes inside the building.
- Visitors are permitted on the ground floor only. Access to any other floor is restricted to authorized personnel only. Visitors may view the second floor from the front stairway.
- Food and beverages are not allowed inside the Schmidt-Burnham Log House except with prior approval. Chewing gum is prohibited.
- Any photography, video or film taken on museum property may not at any time interfere with ongoing Winnetka Historical Society activities or compromise the safety of the building, grounds, staff or volunteers.
- Cell phones should be silenced inside the Schmidt-Burnham Log House. Guests talking on cell phones during tours may be asked to step outside.
- With the exception of certified service dogs, animals are not allowed in the Schmidt-Burnham Log House. Animals related to Winnetka Historical Society programming are allowed at the discretion of the museum.
- Any dogs on the grounds must be on a leash at all times in accordance with Winnetka Village Ordinance.
- Open flame candles are strictly prohibited in the Log House and on its grounds.
- No electrical appliance of any kind may be left operating and unattended for any period of time.
- Bicycles, scooters and large strollers must be left outside the house.
- The Winnetka Historical Society is not responsible for lost, stolen or damaged personal items.
- Solicitation of visitors and staff at the Schmidt-Burnham Log House is prohibited.
- Individuals or groups who fail to respect museum property or hinder the enjoyment of the site by other visitors will be asked to leave.
- No weapons are permitted on Winnetka Historical Society property with exemptions from this policy to include all law enforcement agents.
- In the event of an emergency, Winnetka Historical Society staff and volunteers will provide direction to visitors based upon museum policies and procedures.
- The Winnetka Historical Society complies with federal, state, and local laws.

Schmidt-Burnham Log House

Photography, Video & Film Request Form

Please complete and return to the Winnetka Historical Society.

Photographer Videographer Project Manager Production Company

Advertising Agency TV/Film Studio Other: _____

Requestor's Name: _____

Organization/Company: _____

Address: _____

Email: _____ Phone : _____

How did you hear about us? _____

Purpose/Description of Shoot: _____

Requested Shoot Date(s) & Time: _____

Alternate Date(s) and Time: _____

Anticipated Start and End Times: _____ Total Number of Hours on Site: _____

Number of Participants Involved in Shoot: _____

Number of Production Crew: _____

Equipment Required for Shoot: _____

Staging Area Required? _____

Additional Information: _____

REGULATIONS & REQUIREMENTS

Please read all regulations and requirements prior to submitting this form. Thank you.

TO BE COMPLETED BY THE WINNETKA HISTORICAL SOCIETY - FOR INTERNAL USE ONLY

Request Approved

Date Approved: _____ Fee: _____ Permit #: _____

Approved by: _____

Signed: _____

Request Declined Reason: _____



Winnetka Historical Society

411 Linden Avenue
Winnetka, IL 60093
847-446-0001
www.winnetkhistory.org

Photography, Video & Film Contract Terms & Conditions



Primary Contact signing the *Usage Contract* must be at least 21 years old.

Two weeks notice is required for cancellation. Payments are non-refundable if the shoot is cancelled without proper notice. In the event of inclement weather, efforts will be made to reschedule.

A refundable damage deposit is required. Any costs of extra maintenance or damage repairs will be deducted from that deposit. If damage costs exceed the deposit, the Primary Contact is still responsible for those costs. By signing the Usage Contract, the signee agrees to accept this responsibility.

Equipment may not be placed in landscaped areas, on the front steps or ADA ramp, or on pathways.

Vehicles must park in the gravel lot. Driveways and roads may not be blocked by equipment or vehicles.

Time allotted for set-up and take down of all photographic, video and/or film equipment must be included in the requested rental time period. Additional fees may apply if the time allotted for set-up and/or take down exceeds the original estimate.

Set-up and take down of all photographic, video and film equipment is the sole responsibility of the photographer or videographer.

Additional usage fees may apply if more time is required. Any additional time requested will be approved based on the Winnetka Historical Society's docent and calendar availability.

Use of all electrical equipment, including additional lighting, must be approved in advance of the shoot. No equipment or electrical appliance of any kind may be left operating and unattended for any period of time. A generator provided at the Renter's expense may be required depending on the project.

In no way shall the building be altered. No nails, screws, tacks, tape, adhesives or paint shall be applied to any part of the building.

No building systems shall be disabled or turned off during photography, video or filming.

Renters may not move or remove any furnishings of the Log House. Additional furniture, props or equipment brought onto the property must be approved in advance.

Signs, props, artifacts, benches or any other objects or furniture inside the house which is the property of the Winnetka Historical Society may not be rearranged or removed without permission.

Loud speakers or amplified music must be pre-approved with guidelines for their use.

No animals may be brought on site without prior approval.

Renter is responsible for clean-up of areas used, including interior of the Log House, outside areas and parking lot. Renter shall be financially accountable for any unforeseen expenses which are incurred as a result of negligence by that renter.

Signing the Winnetka Historical Society Usage Contract constitutes that the terms and conditions contained herein have been read, are understood and will be complied with in full.