



Littleton

Littleton Museum Photography Policy

For the purposes of this policy, “photography” applies to digital, film, and video cameras.

Definitions:

Recreational Photography: informal snapshots taken for personal use and enjoyment. This does **not** include portraits.

Portrait Photography: photographer may or may not be compensated for their work and photography may include but is not limited to: senior portraits, family portraits, team portraits, birthday or holiday portraits, prom photos, engagement, and wedding photos.

Professional: photographer is compensated for their work or charges for their services or final product. Photography may include, but is not limited to: landscape, still life, senior portraits, family portraits, team portraits, birthday or holiday portraits, prom photos, engagement, and wedding photos.

Commercial Photography: includes but is not limited to photography produced for publication or promotional use and may include but is not limited to: catalog shoots, commercials, professional videos, and images intended for wholesale or resale use. Commercial photography requires written permission of the Museum Director and is by appointment only.

The following rules apply to all photography at the Littleton Museum:

- Please adhere to the Littleton Museum rules and policies as posted at the Museum’s entrance.
- Photography is allowed in exterior spaces only. Photography is not allowed in the exhibit galleries or the interiors of the buildings located on the living history farm exhibits, including barns and sheds.
- Photography equipment is limited to hand-held cameras and on-camera flash. Use of tripods, reflectors, off-camera lighting equipment, backgrounds, and props is strictly prohibited.
- Photographers and their clients must not impede the flow of visitors along pathways, boardwalks, or the entrances and exits of buildings.
- Photographers and their clients should not walk in garden beds, move potted plants, or otherwise damage vegetation by picking or cutting flowers, leaves, or vegetables.
- Photographers and their clients may not climb or hang from trees, sculptures, or architectural features.
- Photographers and their clients are prohibited from climbing, sitting, standing, or walking on walls, fences, farm equipment, or other structures.
- Photographers and their clients may not move or reposition benches, chairs, wagons, or any other farm equipment.
- Photographers and their clients are not allowed to enter livestock enclosures or disturb the livestock in any way, this includes but is not limited to feeding, petting, using loud noises or other attention-getting devices.
- Original artwork and sculpture on display is protected by artist’s copyright and may not be photographed for the purposes of reproduction or copying in any way.

Portrait, Professional, and Commercial Photographers must follow rules outlined above as well as the following:

- Photographers must complete and sign photography policy agreement, pay fee, and obtain photography permit before the shoot begins.
- Photographer must clearly wear the permit while on Museum grounds.
- All photo shoots must be scheduled at least 3 days in advance. Please call 303-795-3950 to schedule an appointment.
- Photographers must check-in no later than 3:30 p.m. to pay fee and obtain photography permit. Shoot must be concluded and permit returned no later than 4:45 pm.
- Clients/models must be fully and appropriately clothed. No nudity, swimsuits, lingerie, etc.
- Clients/models need to arrive camera-ready. Restrooms are not to be used as dressing rooms and there are no storage spaces available.
- Commercial photography will be scheduled on Mondays only and with prior approval of the Museum Director.

Fees for Photography Permits are as follows:

- **Recreational Photographers**—no fee; permit not required.
- **Portrait or Professional Photographers**
 - One-Time Use Permit—\$50.
 - This is a one-time use permit for one photographer. Permit must be turned back in when photographer leaves the Museum.
 - Annual Permit—\$250
 - This is good for one photographer for one year from date of purchase. Photography businesses with more than one photographer can buy additional annual permits for \$50 each. Photographer is required to sign-in upon arrival and sign-out upon departure.
- **Commercial Photographers**
 - \$250 for the first 4 hours, \$100 per hour thereafter.

Indemnification

Photographer shall be responsible for and does hereby relieve, release, and indemnify the City of Littleton and the Littleton Museum, including its staff, volunteers, board members, and guests, for all costs, damages, liabilities and expenses (including attorney fees) by reason of any injury or damage to any person or property upon the premises occupied and used by the Photographer where such injury or damage was caused by or as a result of the acts or failure to act of the Photographer, agents, workers or employees. The City of Littleton and the Littleton Museum shall not be liable or responsible to the Photographer, the Photographer's clients or to anyone else by reason of theft, disappearance, or damage sustained by the Photographer or others in connection with the use or storage of items at the Littleton Museum.

Signing the Photographer Policy Registration Form (page 3) does not stipulate exclusive use of the Littleton Museum. Littleton Museum reserves the right to refuse admittance for photography and/or change its Photography Policy without advance notice.