

Stan Hywet Hall & Gardens: Photography Policy

Stan Hywet Hall and Gardens' name and image are trademarked. While we try to extend every consideration to individuals and groups wishing to film, photograph, or otherwise creatively reproduce images associated with Stan Hywet, these activities must not interfere with normal operations or compromise the safety of the building, the museum's collections or the grounds.

Proposals for these types of projects must be submitted for approval, in advance, to the Director of Marketing and will require adhering to guidelines like those listed below.

Guidelines

- 1. Advance Arrangement:** Stan Hywet is a private estate and its name and image are copyrighted. Arrangements to film, tape record, photograph or create artistic renderings or displays must be made in advance through the Director of Marketing by writing Stan Hywet Hall and Gardens, 714 N. Portage Path, Akron, OH 44303 or by emailing kcampbell@stanhywet.org.
- 2. Project Description/Script:** Prior to granting permission for use of the property, Stan Hywet requires a written description of the proposed project. Stan Hywet reserves the right to require and review a script, where applicable. Staff specialists are available to ensure accuracy. Creating stock photography of Stan Hywet, the collections, and the grounds is not permitted.
- 3. Commercial Use:** Stan Hywet does not permit the use of its name, image or collections for commercial purposes without prior approval.
- 4. Interviews and Recorded Tours:** Tours may not be recorded, and staff may not be interviewed without prior permission.
- 5. Exterior Photography--House and Grounds:** Photographers, videographers, producers, writers and other technicians must be accompanied by a Stan Hywet staff member. Approved exterior photography projects must be shot during normal business hours unless prior arrangements have been made with the Director of Marketing. Special arrangements to photograph or tape before or after the normal hours of operation must be made well in advance.
- 6. Interior Photography:** Advance, explicit approval of the Director of Marketing is required for interior photography. Photographers must be escorted by Stan Hywet staff members. The museum's collections are precious and we therefore require that exceptional care be taken with them. Leaning on walls, furniture or doors, and touching furnishings is expressly forbidden. Furnishings and other works of art have been arranged in a historically accurate fashion and any alteration must be approved and carried out by a member of Stan Hywet's curatorial staff. Electrical power is limited. The type and amount of electricity used must be determined and approved in advance. Either strobe or electronic flashes should be used. Flash bulbs, guns and tungsten lighting are prohibited. Tripods must be equipped with rubber tips. Dollies are also prohibited.
- 7. Permission Request and Acknowledgment of Agreements:** The Director of Marketing must approve a signed permission and agreement form prior to the project's start.

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8. Certificate of Insurance: Stan Hywet requires a Certificate of Insurance from those wishing to film, tape, or photograph Stan Hywet. The insurance certificate is evidence of proper insurance coverage and adequate limits of coverage. Stan Hywet Hall and Gardens, Inc., must be named as an additional insured with respect to the work being done at Stan Hywet. Certificates must be received by the Director of Marketing at least one week prior to project date.

9. Fees: Stan Hywet charges location and permission fees to shoot photography, film, and video. Each proposal is reviewed individually. Photography and filming cannot begin until fees all have been paid in full.

10. Credit and Acknowledgment: Stan Hywet suggests the following acknowledgment:
_____ acknowledges the assistance of Stan Hywet Hall and Gardens in Akron, Ohio.

11. Aerial Photography: Aerial photography of Stan Hywet is rarely permitted because of the risk to the house and grounds. Permission must be specially granted through the Director of Marketing.

12. Copies: Stan Hywet requires at least two complimentary copies of the completed film, slides, photographs, book, article, audio, or videotape for its archive and to use for its own promotional purposes.