



# PHOTOGRAPHER PASS APPLICATION

## PHOTOGRAPHER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Business Name: \_\_\_\_\_ Social Handles: \_\_\_\_\_

## PHOTOGRAPHY DATES:

Type of Shoot: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Time In: \_\_\_\_\_ Start Time: \_\_\_\_\_ Time Out: \_\_\_\_\_ Total Hrs.: \_\_\_\_\_

## PASS FEES:

**ANNUAL PASS: \$150** \_\_\_\_\_

**SINGLE-USE PASS: \$100** \_\_\_\_\_

*Purchase of a **single-use pass** allows service for one specified date only, for up to 2 hours. Photographer will not be permitted to "upgrade" to annual pass unless paid separately.*

***Annual passes** are limited to a maximum of 2 days per week, for up to 2 hours each day. If longer hours or more days are necessary, photographer must contact the office to schedule at least 1 month in advance.*

Cash, Credit Cards, Venmo, and Paypal accepted.

## CREDIT CARD PAYMENT:

CC#: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Billing Address: \_\_\_\_\_

## PHOTOGRAPHER PASS POLICIES:

1. All photography projects conducted by professionals must have applied for and received appropriate pass to conduct film shoots or photography sessions on Adler Arts Center (AAC) property.
2. All shoots MUST be scheduled in advance to avoid conflict with other public or private events held on Adler Arts Center grounds.
3. Pass applications should be submitted at least one week prior to desired date.
4. Full payment is required on or before the day of the proposed shoot.
5. Pass holders MUST carry the approved pass lanyard on their person and place laminated pass in car windshield at any time they are present and putting their pass to use.
6. No permitted film or photography personnel, vehicles, equipment, or props may impede access to public areas, studios, or restrict access for our students and customers. To rent the AAC for exclusive access, contact Jena Mertz at [Jennifer@adlercenter.org](mailto:Jennifer@adlercenter.org).
7. Pass holders may not carry or consume alcoholic beverages or cannabis on AAC property.
8. Smoking or vaping is prohibited on AAC property.
9. Any damage to the grounds or building caused during shoot will be charged to the photographer.
10. Photographer is responsible for cleanup of any trash or debris generated during shoot.
11. If photographer requires use of indoor space at AAC, additional fees will be required and will need to book with Jena Mertz at [jennifer@adlercenter.org](mailto:jennifer@adlercenter.org)
12. Pass fees are non-refundable and non-transferable.

The AAC reserves the right to terminate this pass if: 1) photographer misrepresents, falsifies, or withholds information, 2) Photographer violates requirements, restrictions, terms and conditions or rules pertaining to this pass are violated. 3) photographer does not contact AAC admin before use of the space.

The AAC reserves the right to reject any pass application intended to market or advertise products inconsistent with the mission of the organization.

**I have read and understand the AAC Terms and Policies. I expressly agree to assume the risk of any accident or personal injury which may be sustained while using the aforesaid facilities, and agree that the David Adler Cultural Center (AAC), its officers, directors and employees will be in no way liable for any such injury or damages to persons or property of those in attendance of the above mentioned event. I further agree to indemnify and hold harmless the Village of Libertyville, its officers, directors and employees, for any loss, expense, including but not limited to defending claims and reasonable attorneys' fees, at the time any claim is asserted, for any injuries or damages to person or property, sustained by any guest, either invited or not invited, of the Renter while upon said premises.**

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Photographer Signature

Date