



## Photography and Property Use Agreement At The Stevens-Coolidge Place

The property is owned and managed by The Trustees of Reservations, a member-supported nonprofit conservation organization that preserves, for public use and enjoyment, properties of exceptional scenic, historic, and ecological value in Massachusetts, and works to protect special places across the state. The Stevens-Coolidge Place is available as a site for commissioned or in-kind professional outdoor photography/portraits or simple wedding ceremony. However, in order to provide the best possible experience and avoid conflicts with other visitors to the property, the following guidelines must be followed:

1. Whenever a photographer is commissioned to take portrait photographs or client wishes to hold a simple wedding ceremony and would like to use the Stevens-Coolidge Place as a setting, the User (photographer or client) must first pay a photography fee and sign a Photography and Property Use Agreement, prior to using the property.
2. Rates depend on day of the week. The fee is for photography or very simple wedding ceremonies which fall under the person limit below without tables, chairs etc. and does not entitle the User to any other use of the grounds without permission:
  - Friday, Saturday or Sunday: \$100 per hour; \$50 for each additional hour
  - Monday, Tuesday, Wednesday, Thursday: \$50 per hour; 25 each additional hour
  - Season pass: Up to 10 sessions anytime: \$400
  - Season pass extended: Up to 20 sessions anytime: \$600
3. No more than 30 people (not including the photographer) may attend the photography session or wedding ceremony.
4. The User is not entitled to exclusive use of the property. The grounds will remain open to the public.
5. Considerations of public safety and the protection of the man made and natural resources at the Stevens-Coolidge Place shall have absolute preference over any of the User's activities. The Trustees of Reservations reserves the right to monitor all of the User's activities and prohibit any use that it deems to be in conflict with the Stevens-Coolidge Place and/or The Trustees operating policies, including but not limited to:
  - Conduct which disturbs the tranquility of the property or its enjoyment by others is prohibited
  - Littering is prohibited. Please carry out anything you carry in.
  - Cutting or removing vegetation is prohibited.
  - Alcoholic Beverages are not permitted on the property at any time.
  - Nudity is prohibited.
  - Parking on lawns is prohibited
6. User shall be responsible for all of the actions and activities of their party (photographer, client and guests). The User agrees to assume all liability for any property or personal damage resulting from their use of the property. The User shall hold the Trustees of Reservations harmless for any loss, injury, damage or expense arising out of his use of the property.
7. The photographer, clients and guest shall park in the parking area provided on Chestnut Street.
8. **For individual contracts**, this agreement must be signed and returned at least 48 hours prior to the photography session. The session's availability is on a first come, first served basis, based on receipt of check. In the event of rain, you will have an opportunity to a rescheduled date.  
**For season passes**, full payment is due upon receipt of this agreement. A letter of contract will be sent as proof of contract. Photographer or party will be required to show letter upon request by staff.

After reading the above Photography Use Agreement, please fill out the following form and return it with a check in order to book a photography session. Provided one week lead-time, we will do our best to contact you to confirm your session.

**I have read and here by agree to the terms and conditions set forth in this agreement.**

User's Signature \_\_\_\_\_ Date \_\_\_\_\_

Company or Wedding Party Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Preferred Date & Time of Use \_\_\_\_\_

Circle one:                      **Wedding ceremony**                      **Wedding Photography**                      **Portrait Photography**

Please make checks payable to The Trustees of Reservations  
**The Trustees of Reservations**  
**113 Andover Street**  
**North Andover, MA 01845**

For any questions please contact:  
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