



## PHOTOGRAPHY GUIDELINES

We want our guests to enjoy the historic beauty that The Durham Museum provides. For the safety and consideration of all our guests, we have established the following guidelines. We appreciate your cooperation.

### General Information

- Still photography and videography for private, non-commercial use is welcome.
- Exhibits, artifacts, signage or other museum property may not be rearranged for any purpose. Please do not cross designated barriers in museum exhibits/displays.
- The Durham Museum is not responsible for lost, damaged or stolen equipment.
- Please be respectful of other museum guests. Please avoid blocking entrances, exits, restrooms and common walkways.
- The Durham Museum reserves the right, at its discretion, to withhold and/or withdraw permission to photograph on its premises, to refuse admittance for photography, and/or to change this photography policy without advance notice.

## PORTRAIT PHOTOGRAPHY

- All portrait photography at The Durham Museum must be by appointment. Portrait photography is defined as anyone using the museum as a backdrop for a photography session including but not limited to; weddings, engagements, senior portraits, family portraits, etc. Portrait sessions may be arranged through the Facility Rental Manager at 402-444-5071, ext. 543.
- If you have not rented the facility for a wedding or event, there is a \$150 sitting fee regardless of the size of your group. This fee allows 2 hours of museum photography time. Sitting fee must be paid 48 hours in advance of session.
- Indoor shots not associated with a rental event are by appointment only. Photos may be taken before we open to the public or after we close (Monday-Saturday from 8-10AM or 4-6PM; Sunday from 8AM-12PM or 3:30-5:30PM). Times are subject to availability. Backdrops or other props are not to be hung anywhere in the museum.

## COMMERCIAL PHOTOGRAPHY/VIDEOGRAPHY

- Commercial photography/videography will not be allowed in any part of the museum or its facilities without prior consideration and written consent from the Director of Communications. For consideration, a formal request must be submitted at least one week prior to the proposed shooting date. Approval or denial will be given after the consideration process. Please contact the museum at 402-444-5071 with questions or requests.
- Photos/videos taken at The Durham Museum cannot be sold, published, reproduced, transferred, distributed or otherwise commercially exploited without the express written consent of the Director of Communications at The Durham Museum.