

## COMMERCIAL/PROFESSIONAL PHOTOGRAPHY POLICY

### C. BALDWIN HOTEL

We generally do not allow our hotel to be used by outside individuals or companies for filming or photography for commercial or professional purposes. **A standard fee of \$5,000 applies to all photography or videography conducted on hotel property, whether for commercial, professional, or personal purposes.** This fee applies to any filming or photography that occurs without prior written approval from hotel management, regardless of the intended use of the content.

Exceptions are made on rare occasions at the sole discretion of hotel management. Commercial and professional uses include, but are not limited to: professional portraits, headshots, or any images/video captured with the intent of using them to advertise, promote or sell a product, service or other goods. This includes portfolio work.

For commercial/professional uses granted, location fees will be determined on a project-by-project basis dependent upon spaces used and intended final use of the images/video. In addition to location fees, we may also charge services requested or required in connection with filming or photography activities, such as hotel staff assistance, food & beverage needs, cleaning services, etc.

All requests must be submitted a minimum of two weeks in advance (10 business days) to allow our team time to review if the request can be accommodated and prepare the applicable documentation/agreements.

Those given permission to film or photograph will sign a location release, provide a certificate of insurance showing liability coverage of \$2 million with the hotel listed as additionally insured on the COI and workman's compensation insurance of \$100,000. All photography and production teams must abide by any negotiated agreements concerning identification of C. Baldwin Hotel in their final products. In most instances, we will require that C. Baldwin Hotel not be identifiable, so as to avoid implied endorsement of a given product or company.

Once permission to film or photograph has been granted, the hotel team will work with you to execute the following:

- Determining the logistical feasibility of the requested shoot
- Obtaining approval for the use of applicable facilities
- Providing coordination with other hotel entities and services
- Determining whether an on-site location manager is required and, if needed, making provisions for the deployment of such a manager

**To request permission to film or photograph on at C. Baldwin Hotel, visit our website and submit your information on our request form found [HERE](#).**

**Note:** This policy does not apply to digital and print news media, which are generally welcome on property. We do ask, however, that all news media contact the hotel prior to coming on property to photograph or film. Please submit media inquiries to the hotel via email to [marketing@cbaldwinhotel.com](mailto:marketing@cbaldwinhotel.com)