
Application for Photography Permit at Van Vleck House & Gardens

Please return application (2 Pages) along with payment to:
The Montclair Foundation
21 Van Vleck Street, Montclair, NJ 07042

Name: _____

Address: _____

Phone: Main _____ Cell _____

Email: _____

Type of Photography

- Wedding Party
- Large Group
- Family/ Individual Portraits
- Commercial
- Nature
- Other

Requested Date: _____

Time Requested (up to 2 hrs): _____

Photographer:

Name: _____

Address: _____

Telephone: _____

Email: _____

Reservations are subject to availability. Please contact info@vanvleck.org or 973-744-4752 ext 7 for availability of date and time.

A Photography Permit will be issued upon receipt of application, Certificate of Liability Insurance and required donation fee. The permit must be on-hand and available to provide the Staff confirmation of approved date and time period.

Waiver of Liability: The Montclair Foundation, including Van Vleck House & Gardens (“VVHG”), assumes no responsibility whatever for any property placed in the Van Vleck Gardens in connection with the use of the facilities for your event.

Indemnification, Hold harmless, and Insurance: In consideration of the use of the facilities, you agree that: (a) you will pay for any and all damage to the property of VVHG and the Montclair Foundation resulting directly and indirectly from conduct of any of your members, officers, employees, agents, hired help, contractors, vendors, or other invitees in connection with the use of the facilities.

Insurance is Required: Please attach a Certificate of Insurance showing general liability of at least \$1,000,000 (One Million dollars) per occurrence and naming The Montclair Foundation as an additional insured. Applicant hereby indemnifies and holds The Montclair Foundation harmless from all liability, claims, actions and costs that may arise with the special event for which this permit may be granted.

Cancellation Policy: The Montclair Foundation reserves the right to cancel this reservation if the VVHG if the main house is reserved for a non-profit event during this date and time. Should this occur, we will make all efforts to allow ample time for alternate arrangements and your reservation fee will be refunded.

Only personal cars are allowed in the front parking lot. Limos, vans, party buses, or town cars are no longer permitted to drop visitors at Van Vleck Gardens for photo shoots. (Please initial) _____

We ask that all our guests respect those characteristics by refraining from using loudly amplified sound or music, arriving or departing in buses or trolleys, parking vehicles in such a way as to impede residents from accessing their driveways, or behaving in any manner that could be deemed obnoxious or disrespectful of our neighbors. **I/We have read and agree to abide and be bound by the Terms of this Agreement. Please initial _____**

I/We understand that in the event of any breach of this Agreement, including but not limited to a breach of the Van Vleck House & Garden’s Photography Rules & Regulations, Van Vleck House & Gardens may enter and retake possession of the premises, regardless of whether my/our function is in progress.

Applicant: (Name, Signature, Date) _____

(For Organizations) Title of Authorized Representative: _____

For Montclair Foundation Use Only

Permit Fee (Per event): _____

Event Friend Level (Annual): _____ *(Participants donation)*

Receipt of COLI: _____

Professional Friend Level (Annual): _____

Approval Signature / Date: _____