



Application for Photography Permit

Please return application (2 pages) to:
The Montclair Foundation
21 Van Vleck Street, Montclair, NJ 07042

Name: _____

Address: _____

Cell Phone: _____ (for day of appointment)

Email: _____

Event Planner: _____

Number & Type of vehicle(s): _____

Type of Photography:

☐ \$500 Wedding Party/Large Group: 25 people maximum _____ please initial

☐ \$300 Portraits: family, individual, maternity, milestone, engagement, proposal

Requested Date: _____ Time Requested (2 hrs): _____

Photographer:

Name: _____

Address: _____

Telephone: _____ Email: _____

All photoshoots require a refundable security deposit: \$300 for non-wedding shoots/\$500 for wedding day shoots.

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

A Photography Permit will be granted upon receipt of application, Certificate of Liability Insurance and required permit fee and security deposit. A photography permit does not allow participants access to Van Vleck House. All photoshoots take place outdoors. Restrooms are available in our Visitors Center.

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. **The certificate should be obtained by your hired photographer/videographer, your own personal homeowner/renter policy, or an event policy.**

Cancellation Policy: The Montclair Foundation reserves the right to cancel this reservation if there is a State of Emergency issued in New Jersey. Should this occur, we will make all efforts to allow ample time for alternate arrangements, and your reservation fee/security deposit will be refunded. If you wish to cancel your reservation you must do so at least three hours prior to your arrival to receive a refund.

Limos and party buses are not permitted to drop visitors at Van Vleck Gardens and will be turned away. All guests must arrive in vehicles that can park within our gated parking lot on Van Vleck Street. (Please initial) _____

Should you miss your appointment without notification of cancellation your permit fee will be forfeited. (Please initial) _____

Vow exchanges/ceremonies of any sort are not permitted during your photography appointment. (Please initial) _____

Alcohol, smoking, and vaping are all strictly prohibited on premises. Pets, drones, food, balloons, confetti, and flower petals (real or fake) are also not permitted. (Please initial) _____

Van Vleck House & Gardens is located in a quiet and beautiful residential neighborhood of Montclair. We ask that all of our guests respect those characteristics by refraining from using loudly amplified sound or music, arriving or departing in buses or limos, 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 and ensure that all the policies and rules of The Montclair Foundation as described above will be observed and followed for our reserved photography appointment, or I(we) will forfeit the entire security deposit of \$300 (portraits)/\$500 (group).

(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 reserved photography appointment is in progress.

Applicant: (Signature, Date) _____