



Portrait Session Reservation Request Form

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www.BelmontMansion.com

Portrait Session Client Contact Information

Session Date: _____ Start Time: _____ End Time: _____

Client: _____ Email: _____

Cell/Home Phone: _____ Work Phone: _____

Street Address: _____

City: _____ State _____ Zip _____

Photographer: _____ Email: _____

Cell Phone: _____ Work Phone: _____

Photographer Website: _____

Photo Session Guidelines

1. Bridal Photo Session Fee: \$100.00 per hour with one-hour minimum; additional time available in thirty-minute increments.
2. Commercial & Group Photo Session Fee: \$150.00 per hour with one-hour minimum; fee may exceed \$150.00 per hour depending on size and scope of the session. Contact Director of Weddings & Rentals for a quote.
3. All fees are payable in full upon completion of photo session. Fees may be paid with cash, check, Visa or MasterCard.
4. The photographer must abide by all pertinent regulations found in the Provisions and Guidelines for Event Vendors document which is available on the Weddings & Rentals page of the mansion's website. All photo sessions are supervised by the Director of Weddings & Rentals or one of his event coordinators. The director or event coordinator has final authority in all matters pertaining to the mansion during photo sessions, specifically with regard to use of photographic equipment, movement of mansion furnishings, etc. <http://belmontmansion.com/weddings-rentals/documents/>
5. Photo sessions will not be scheduled during regular museum tour hours which are Monday-Saturday 10am-4pm and Sunday 1pm-4pm. Weddings and other events are scheduled during evening hours, so your session will not be considered booked until this form is reviewed and approved by the Director of Weddings & Rentals; therefore, this form must be submitted to the Director of Weddings & Rentals for approval and scheduling. If approved, the client will be notified by email or by phone if the client does not have access to email.
6. Current prices and guidelines are valid through December 31, 2010.