



Blair County Historical Society
3419 Oak Lane
Altoona, Pennsylvania 16602
(814) 942-3916
www.blairhistory.org

Instructions for the BCHS Photography Policy and Reservation form

The purpose of this form is to publicize our photography policy to document reservations/payment for professional photography sessions on BCHS properties including Baker Mansion, History Museum and Royer Mansion.

POLICIES

1. Photography sessions must be scheduled with the Society by calling 814-942-3916 or by email at info@blairhistory.org. Photography session will be scheduled on a first come – first served basis. Society events will take precedence over photo sessions.
2. No more than one event will be allowed on the premises at any one time unless BCHS staff member authorizes it. (This is to avoid liability issues for any damages and to prevent scheduling conflicts.)
3. Photographers and all present will conduct themselves in a polite and courteous manner toward each other, staff and any visitors at all times.
4. The responsible person listed on the reservation is responsible for cleaning any area used during the session. This includes cleanup and removal of any and all debris generated.
5. **NO SMOKING** is allowed at any of the sites. **NO EXCEPTIONS**
6. **NO ALCOHOLIC BEVERAGES** are allowed on any BCHS site. (Only Exception: BCHS sponsored event with special occasion Pennsylvania Liquor Control Board License granted to BCHS.)
7. **Parking is not permitted in the driveway or on the grass** per the Altoona Fire Department. Visitors may use the driveway to unload equipment and then park across the street on Oak Lane. Parking for Royer Mansion is available on the grounds.
8. **Fees will be paid in advance of the sessions** in person, via PayPal on www.blairhistory.org (Donation button) or by check made out to **BCHS** (please write "Photo session *LAST NAME*" in memo field and mail check to:

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9. Cancellations must be made 48 hours in advance or the donation is forfeited. In the case of rain on the scheduled date and time, an exception to the 48 hour notice can be requested.
10. At least one representative of the Society shall be present for all indoor photo sessions.
11. No furnishings, artifacts or other property in or on the properties owned by the Society shall be moved or handled without the approval of the Society.
12. The Society shall have the right at its sole discretion, to bar the use of any equipment, material, procedure, or activity that it determines would present a danger to the collections, the building or the property.
13. The responsible person listed on the reservation shall be responsible for the cost to repair or replace any artifact, equipment or structural element in the building or on the grounds that is damaged, lost or destroyed as a result of the on-site event.

Your cooperation in this matter is greatly appreciated. Anyone not complying with the Blair County Historical Society's regulations will be asked to leave the property and not given consideration for future scheduling. In the case of dismissal no refund of the donation will be issued.

BCHS properties are monitored by electronic surveillance – use of the grounds constitutes permission to be photographed for security purposes.

FORM INSTRUCTIONS: complete and sign form; provide copy to Reservation holder and keep copy for BCHS



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The Blair County Historical Society has scheduled your use of our site for photography at:



Baker Mansion



Royer Mansion

<p>Reservation in name of: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Phone: _____ Email: _____</p> <p>Session Date: _____ Time: _____ to _____</p> <p>Name of photographer/company: (optional) _____</p> <p>BCHS Representative: _____ / _____ Print Name and Title</p>	<p>Photography Fee</p> <p><input type="checkbox"/> \$50 for use of grounds</p> <p><input type="checkbox"/> \$75 for portraiture of 1-2 people inside buildings</p> <p><input type="checkbox"/> \$100 for portraiture of 3 or more people inside buildings</p> <p><input type="checkbox"/> Other – describe below minimum donation requested is \$50</p> <p>NOTES:</p>
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Enclosed is a copy of the policy adopted by the Blair county Board of Directors concerning the use of our sites for photography. Our intent in establishing this policy is not to discourage use of the sites, but to ensure that you understand the challenges of upkeep that these sites entail. We ask you to cooperate in following these guidelines so that we can continue to maintain our sites for everyone in the community to enjoy. Questions? Call 814-942-3916 or email us at info@blairhistory.org Enjoy your photo session and we hope your photos are beautiful and memorable!

To confirm your reservation, please sign and return this form with your payment of the appropriate fee.

<p>Acknowledgement</p> <p>By my signature below, I attest that I have read the enclosed policy (see back of form) on the use of the Blair County Historical Society Property for photography and will abide by its provisions</p> <p>X _____ Responsible Person Signature Date</p> <p>Credit Card: # _____ Exp. MM/YY ____/____</p> <p>Billing Address Zip Code _____ CVV (on back) _____</p>	<p>Donation Receipt (BCHS STAFF TO COMPLETE)</p> <p>NOTE: Receipt will be mailed to address above.</p> <p><input type="checkbox"/> Check <input type="checkbox"/> PayPal <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card</p> <p>Amount : _____</p> <p>Check # : _____</p> <p>Date: _____</p>
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