



Photography Policy

The Graylyn Estate is committed to providing an inviting and comfortable setting for our guests. To respect their privacy we have set forth this photography policy.

I. NON-COMMERCIAL PHOTOGRAPHY

Non-Commercial photography sessions, such as family photos, are welcome to photograph on the estate grounds for personal use observing the rules in our General Photography Policies. Indoor non-commercial photography sessions are not permitted. There is no charge for non-commercial photography on the estate grounds, however, photographers may be asked to restrict their activities to certain places or times, depending on the estate's business volume and schedule of events.

❖ Bridal/Engagement Photography

Bridal photo shoots are exclusive to those brides hosting a wedding related event at Graylyn. The estate and its grounds make a breathtaking backdrop for your engagement photos or bridal portrait. Information on booking a ceremony, reception or wedding related special event can be found at www.graylynweddings.com.

❖ Group Photography

Non-commercial photography session in groups of five or more such as special events must submit a reservation request and receive approval by the Graylyn Marketing Department.

Photographers intending to sell their images, now or in the future, must pay all applicable fees and follow the guidelines regarding Commercial Photography and Filming. Photographs may not be published, sold, reproduced, transmitted, distributed or otherwise commercially exploited in any manner whatsoever. All trademarks, service marks, logos, images, and facilities of Graylyn are the sole property of Graylyn and may not be used, reproduced, displayed or distributed without written consent.

II. COMMERCIAL PHOTOGRAPHY

Any photographer, videographer or artist who intends to use images of the estate or estate grounds for commercial, professional, advertising, or promotional purposes must complete a Photography and Filming Reservation Request, complete the Commercial Photography Property Release provided by the estate and submit the applicable fee payment. Additional contractual and insurance requirements for commercial shoots may be required.

Without payment of the applicable fees, reservation approval and execution of a Commercial Photography Property Release it is strictly forbidden to sell or use images taken of the estate for commercial, professional, advertising, or promotional activities, which include but are not limited to publishing; marketing; educational materials; products and retail merchandise; general and web advertising; broadcast; or any situation where the photographer is paid for the use of the image.

Fees begin at \$1,750.00 per space per day. Large commercial shoots such as television and movie filming may incur additional shoot-specific fees, which are based on the type and length of the shoot, number of people involved, equipment used and demands placed on the estate. Commercial shoots requiring multiple days, multiple locations; dressing rooms or extensive set-up fees are negotiable and will be evaluated based on the estate's business volume during the requesting shoot date.

❖ Photo Credit

The estate requires the location credit "Shot on location at The Graylyn Estate" in all uses of estate photos in print, on the web, in broadcast, and in any other public medium.

The use of Graylyn's trademarks and/or logos is expressly prohibited without the estate's prior written consent.



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III. GENERAL PHOTOGRAPHY POLICIES

We ask all photographers to honor these policies when using Graylyn Estate or grounds as a backdrop for any photography or filming. We reserve the right to charge fees associated with events as deemed necessary by our staff or make modifications to our policy based on the nature and required conditions of the requested event.

- Observe any instructions given by Graylyn personnel restricting activity to certain places or times, depending on the estate's business volume and schedule of events.
- Shooting location(s) must be pre-approved and strictly adhered to.
- Photographers and their equipment are restricted from the Manor House front entrance without pre-arranged authorization. Photographers may not block or interfere with normal pedestrian or vehicular traffic.
- Placing photographers or photographic subjects in danger is prohibited. Obstructing roadways, sidewalks, access points, parking lots, etc., is strictly prohibited during photography sessions without prior approval of the Graylyn Marketing.
- Clients/models need to arrive camera-ready as dressing rooms must be pre-arranged and incur a daily fee.
- No property may be moved, removed, or altered without prior approval from designated Graylyn staff.
- Large props for staging photographs are prohibited without prior approval

LIABILITY

Graylyn Estate assumes no responsibility for loss, theft, or damage to equipment. The estate maintains the right to adjust these policies, in specific instances, in the best interests of the estate and its guests.

Photographer and/or user group shall be responsible for any damage to the estate's indoor facilities or outdoor premises caused by the photographer or user group, as applicable.

Media & On-Site Photography Contact:

Alyssa Armenta, Marketing Coordinator

armentav@wfu.edu | 336-758-2566



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PHOTOGRAPHY AND FILMING RESERVATION REQUEST:

All requests should be made at least 10 business days in advance to guarantee priority consideration of the request. The estate reviews requests for commercial filming and photography on a case-by-case basis. Because the estate hosts many events, dates available for commercial shooting may be limited. The estate reserves the right to deny any non-commercial or commercial shoot requests at any time.

Date of Photo Session: _____

Estimated Time From: _____ To: _____

Expected Number of Crew: _____

Additional Number of Attendees Attending/Working Shoot: _____

Purpose:

Requested Photo Location: _____

Name of Photographer / Studio: _____

Name of Designated On-Contact Person: _____

Contact Phone Number: _____

Contact Email: _____

Special Requests

- Accommodations
- Buffet Lunch/Dinner
- Boxed Lunch
- Coffee/Beverage Break
- Furniture/Equipment Rental
- Dressing Room

Notes: _____

Submit reservation request via email to:

On-Site Photography Contact:

Alyssa Armenta, Marketing Coordinator
armentay@wfu.edu | 336-758-2655



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COMMERCIAL PHOTOGRAPHY RELEASE

THIS COMMERCIAL PHOTOGRAPHY RELEASE (“Release”), made as of _____, 20____ by and between The Graylyn Estate and _____,

[an individual residing/ a corporation with its principal place of business] at _____

(“Photographer”). Either party may be referred to herein as a “Party” and both parties may be referred to herein as “Parties.”

Date of Photo Session: _____ Time: _____

Number of Attendees: _____ Photo Location: _____

For good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, Graylyn grants permission to the Photographer to photograph, at the time and location set forth above. Permission is granted on the condition that these photographs shall be for the sole use of the undersigned as indicated herein. Any other use beyond the usage indicated, including third-party use or publication, in any media, in whole or in part, requires the additional written permission of Graylyn. Graylyn waives any claim to any copyright in the photographs resulting from this agreement. As part of the consideration for the rights given by Graylyn in the preceding paragraph, the undersigned hereby states and agrees:

- I have read, and I understand and accept the terms of the “The Graylyn Estate Commercial Photography Policy and Procedures.”
- Permission to photograph The Graylyn Estate and its grounds as indicated herein is granted only for the usage indicated, and Photographer agrees to apply for further permission for any other use.
- Photographer agrees to pay The Graylyn Estate \$_____ as payment for the rights granted herein on or before _____, 20_____.
- Photographer understands and agrees that additional fees may be assessed based on uses that exceed the type and length of the shoot, number of people involved and equipment specified in the “Commercial Photography and Filming Reservation Request.
- Application” submitted by Photographer on _____, 20____. Photographer further understands and agrees that additional fees may be assessed based on the demands placed on or damage done to Graylyn or its grounds.
- Photographer agrees to leave Graylyn’s property in the same condition as it was prior to Photographer’s use hereunder. If requested by Photographer, Graylyn agrees, at the conclusion of the Photographer’s use hereunder, to jointly inspect Graylyn property used.
- Photographer agrees to be responsible for any damage to the estate indoor facilities or outdoor premises caused by the Photographer or user group, as applicable.
- Photographer agrees to provide a credit line acknowledging that the images photographed under this agreement were taken at Graylyn on any reproduction of the photographs, or photographic or digital media, resulting from this Release.
- Photographer will use their own equipment, which shall be set up in a manner that does not create safety hazards or damage Graylyn property.



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- Photographer disclaims all right, title and interest in the Real Property, other than the right of access provided by this Release and further acknowledges that the right of access provided for in this Agreement is subordinate in all respects to, and subject to, all other interests in the Real Property.
- Photographer acknowledges that he/she is an independent contractor and not an employee of Graylyn and is not entitled to claim any rights, privileges or benefits of an employee of Graylyn. Nothing in this agreement shall be construed as having created an employee/employer, partnership, or joint venture relationship between the parties. Except as expressly set forth in this Agreement, at no time shall either Party make commitments or incur any charges or expenses for, or in the name of, the other Party.
- Photographer understands and agrees that nothing herein shall be construed as creating any type of revenue sharing agreement between the Parties.
- Photographer hereby releases, hold harmless, and forever discharges The Graylyn Estate, and its employees and agents acting within the course and scope of their official responsibilities, from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, property damage, or personal injury, including death, that may be sustained while using/renting the facilities of the estate. Photographer is fully aware of the risks and hazards associated with photographing/filming on location at The Graylyn Estate.

I warrant and represent that I am have the authority to enter into this binding agreement on behalf of the Photographer I have read the above release prior to its execution, and I am fully familiar with the contents thereof. This release shall be binding upon the Photographer, as well as the Photographer's legal representatives, successors, assigns and heirs.

Signature: _____

Signature: _____

Printed Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____