



All forms must be filled out and approved by a BF&M representative prior to arrival on site.

**Terms & Conditions**

Every person in the group/party must abide by these conditions or risk removal from the premises at the discretion of the management team.

- The photography fee includes access to the area for \_\_\_\_\_ hours (scheduled in 1 hour increments and one hour minimum).
- Admission tickets are required during hours of operation.
- Guests must adhere to rules set forth by the Billings Farm & Museum (BF&M), including no moving or touching artifacts or exhibits, and staying out of staff-only and restricted areas such as animal pastures.
- Photo location credit to Billings Farm & Museum, Woodstock, Vermont.
- View our visiting safely information on our website [www.billingsfarm.org/safety/](http://www.billingsfarm.org/safety/).
- Site fees, as applicable, will be paid in advance of the photo session.
- Your party will adhere to all policies and procedures as expressed in the Photography request document and on our website.

**Sessions Outside of Business Hours:**

- All sessions times agreed to in the approved photo request form will be adhered to. Late arrivals will result in a shortened photo session. Requests for extended time will be taken into consideration but may not be granted.
- Your party will be assigned a BF&M staff member escort during the photo session. This person will have any up-to-date information that may impact your plans. Please adhere to the directions given by the escort.
- Guests will exit the site upon completion of the session at the agreed upon time.

When you sign the registration form, you are affirming that the information provided is correct as of the date submitted to BF&M. Your signature also indicates your agreement and willingness to respect and abide by the parameters established by BF&M. Please return a signed copy of this agreement, with your non-refundable payment, prior to your desired date (no later than 72 hours). A confirmation request will be emailed pending approval. Dates can be rescheduled due to weather.

Guest's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Photographer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

At least one signature is required.

Return completed form via e-mail or mail:

[info@billingsfarm.org](mailto:info@billingsfarm.org) or Billings Farm & Museum, PO Box 489, Woodstock, VT 05091

PO Box 489 | Woodstock, Vermont 05091 | 802.457.2355 | fax: 802.457.4663 | [www.billingsfarm.org](http://www.billingsfarm.org)

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