

Olympia Historical Society/Bigelow House Museum (OHS/BHM)

Media Use Application and Agreement

Name of Applicant: _____

Contact Information: _____

(Include email, phone, social media, physical address)

Title or Brief Description of Media and how you will use or post the images:

(Provide specific information about your proposal; attach additional pages as necessary)

I/We, the undersigned:

Agree that we will produce “images” (video/filming or photographic) and/or use the Bigelow House Museum (BHM) under the following conditions:

1. I/We understand that the images/event expenses are made at our own expense.
2. I/We agree that no items in the Bigelow House Museum will be touched or moved without written consent of the onsite OHS/BHM representative.
3. I/We also understand that the applicant is financially responsible for any damages that occur while obtaining the images or using the BHM and/or property.
4. I/We understand that there will be no ground disturbing activity on OHS-BHM property without prior approval of OHS-BHM.
5. I/We understand that there is a \$600.00 refundable damage fee deposit due prior to the date of the event.
6. I/We agree to pay a fee for the time spent obtaining the images and/or conducting the event, due at the completion of the event. The fee will be a minimum of \$100 per hour, and will be set by the OHS/BHM depending on the scope and nature of the images/event. The OHS/BHM Board has discretion to waive the hourly fee if the project benefits the OHS/BHM, or if the request is from a bona fide not-for-profit organization for an educational media production, or other media event for an educational purpose.
7. I/We assume all the risks relative to obtaining the images and/or hosting an event. To that end, I/We agree to provide proof of liability insurance prior to date of the event.
8. I/We understand that the OHS-BHM will be fully credited on all images, and will be entitled to copies and unrestricted use of the same.

9. I/We will not use the images and or content for purposes other than those agreed upon with the OHS/BHM representatives. Web posting, publication generally, and/or commercial use of the images for any reason other than that agreed upon is prohibited without written consent from the OHS/BHM representatives.

Thank you for your interest in the Bigelow House Museum. Please consider joining with OHS/BHM in preserving this national treasure by becoming a member. For more information go to <https://olympiahistory.org/membership/>.

Signatures:

_____	_____
(Person/Organization)	(Date)
_____	_____
(OHS/BHM representative)	(Date)

This Agreement is not valid until signed by an OHS/BHM representative.

Fee for the images/event: \$_____ per hour.

Approved by OHS/BHM Board November 20, 2023