



Meadow Brook Hall *Photo Shoot* Guidelines

Oakland University • Rochester • MI • 48309-4401 • p: (248) 364-6220 • f: (248) 364.6201

Thank you for considering Meadow Brook Hall mansion and grounds as a backdrop for your photo session. Meadow Brook Hall (MBH), on the campus of Oakland University, is a national historic site and is listed on the National and State Registers of Historic Places. The stewardship of such an architectural landmark is shared by our staff and clients in a careful balance to protect the house and its image and collections while providing tours and special events for the general public. MBH primarily operates as a museum.

Beautiful areas on the grounds for your bridal or engagement photos:

- Bridge
- Front Circle/Mansion Entrance
- Gazebo
- Arched Garden Doorway
- Rock Garden
- Loggia Terrace
- Rose Garden
- Formal Knot Garden

PRICING

*Outdoor Bridal or Engagement Photos • 1½ hrs.....	\$250
Half Day Professional Shoot • 4 hrs	\$1,250
Full Day Professional Shoot • 8 hrs	\$2,500

PHOTOGRAPHY GUIDELINES

- 1) A contract must be executed between you and Meadow Brook Hall (MBH).
- 2) All photo sessions must be prepaid.
- 3) You or your photographer must provide MBH with proof of liability insurance, or you may sign a waiver releasing MBH from any liability from all damages that may result from the photo shoot.
- 4) Check-in is required upon arrival at MBH's front desk, just inside the front door.
- 5) MBH reserves the right to ask that your photo session relocate to other areas on the grounds or in the mansion as necessary in order to accommodate other booked events.
- 6) All vehicles must be parked in Lot 61 to the east of the mansion. Parking is NOT permitted in the front circle or Courtyard at any time.
- 7) For safety reasons, the photo session must not interfere with any traffic on the bridge, in the front circle, or with guests entering, leaving or touring the mansion.
- 8) Furnishings or objects belonging to MBH are not to be moved without the consent of MBH management.

***Bridal and engagement sessions must also adhere to the following guidelines:**

- 1) Photo sessions must be scheduled within 60 days of your selected date.
- 2) All photos shoots must be completed by 3pm.
- 3) Photographs are permitted outside on the grounds only. Your party may not enter MBH for any reason including using the restrooms.
- 4) Moving any objects or disturbing any plantings is strictly prohibited.
- 5) If the weather does not allow for outdoor photos, you may request a refund or reschedule your photo shoot for another day.

For further information or to book a photo shoot, please contact our Event's Management Office at (248) 364-6220 or mbhevent@oakland.edu.



Meadow Brook Hall *Photo Shoot* Data Sheet

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Booking date: _____

Date of photo shoot: _____ Time of photo shoot: _____

Type of Photographs:

Engagement \$250 • 1½ hrs Wedding Day \$250 • 1½ hrs Half Day Professional \$1,250 • 4 hrs Full Day Professional \$2,500 • 8 hrs

Client Information:

Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____

Photographer Information:

Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____

I have provided a copy of proof of liability insurance listing MBH as co-insured for the period that the participants of the photo session are on MBH's premises.

How and where will these photographs be used? _____

Please list the subject(s) to be photographed? _____

Maximum number of persons involved with this shoot? _____

Requested location(s) for the shoot? _____

Meadow Brook Hall requires photo credit if images are to be used in a publication or display.

I have read and understand the attached guidelines & procedures and understand they become part of my contract with Meadow Brook Hall.

Client's Signature: _____ Date: _____



Meadow Brook Hall *Photo Shoot* Waiver

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WAIVER OF LIABILITY FOR PROFESSIONAL PHOTO SESSIONS

I, _____, hereby release and discharge
Oakland University, its trustees, volunteers, agents, and Meadow Brook Hall, from any
and all suits, causes of action, claims, demands or obligations of any kind arising out of my
actions and/or services at the photography session of _____

_____ to be held on _____.

Name

Date

Witness

Date

MBH Internal Use Only:

Client Name _____

Event Number _____