



*Chelsea Mansion*

at the

Muttontown Preserve

Nassau County Department of Parks, Recreation & Museums

34 Muttontown Lane

East Norwich, New York 11732

## **Photo Permit Rules and Regulations**

**Terms and Conditions:** Carefully read and review the following terms and conditions. Your signatures indicate your agreement and compliance. Nassau County reserves the right to refuse or cancel any wedding photography permit with legitimate cause. All permit requests are accepted on a "first come, first served" basis.

**Code of Conduct:** Chelsea Mansion will assign at least one staff member (hereinafter referred to as the "Mansion Coordinator") to accompany the Users and the User's agents (photographer, videographer, wedding planner, wedding party and guests) while on the premises. The primary duty of the Mansion Coordinator is to ensure the protection of the collections, interiors, building and grounds of Chelsea Mansion and to enforce the rules of conduct by the Users and the User's agents. Failure to comply with instructions and decisions made by the Mansion Coordinator will result in the rescinding of permission to photograph or film and will be cause for the User's and/ or the User's agent's immediate removal from the property. Such actions will also result in forfeiture of the full location fee. The User's agents must stay together and may not leave the group without the Mansion Coordinator. The Users and the User's agents shall be respectful of others around them. The Users and the User's agents shall refrain from using foul/offensive language, fighting, obscene gestures, throwing objects, and engaging in other behavioral detrimental to the experience of other guests. Chelsea Mansion's staff has been trained to intervene when deemed necessary and to use its best discretion to help ensure that the Users and/or the User's agents do not ignore this Code of Conduct. The Users or the User's agents who violate this Code of Conduct may be subject to ejection without refund and, to the extent their conduct constitutes a violation of the law, may be subject to arrest. Alcoholic beverages are prohibited on the premises. Chelsea Mansion reserves the right to refuse admittance to any person or party deemed intoxicated. Unruly and/or intoxicated individuals will be asked to leave the premises immediately or will be escorted off the premises by officials. Smoking is not permitted beyond the parking areas. Food and/or beverages are not allowed on the grounds or inside Chelsea Mansion during the photo session. Only the Bride and Groom may pose for photos inside the mansion unless permission is granted in writing. Absolutely no harm is to be done to any structure, plant, flower, or wildlife on the property. No furniture or objects

are to be moved inside Chelsea Mansion. Picking, cutting, or tramping upon any flower or in any flowerbed is strictly prohibited. No rice, flower, petals, confetti, birdseed, or any other objects may be thrown. The release of balloons is not permitted.

**Insurance and Liability:** Nassau County requires a valid certificate of insurance from the photographer, videographer and any hired transportation service naming County of Nassau as additional insured as their interests may appear with respect to operations performed by the named insured with limits of liability in such policy not less than \$1,000,000.00 per occurrence/\$2,000,000.00 aggregate. No photographs will be allowed without the certificate on file. Users assume responsibility and liability for damages or injury to the User's guests or agents (including photographers, videographers, limousine drivers, wedding coordinators, etc.), Chelsea Mansion, or the grounds and property of Nassau County arising out of the User's use of the property, except for any such claims or such damage or loss arising from a pre-existing defect in the Premises, or from the negligence or willful misconduct of Nassau County, its employees, agents, or representatives. Users agree that the locations indicated on the contracts are subject to availability and that Chelsea Mansion reserves the right to determine alternate locations. The Mansion Coordinator assigned to the Users acts with the authority of Nassau County to make decisions relating to the time of admission at selected locations.

**Fees:** Full payment is due to receive a permit. The permit fee for the time selected includes admission for the entire party and any other friends or relatives ("guests") on the property (up to 20 persons) during the session.

Photo Permit Fee for three hours, exterior and limited interior: \$450.00

Photo Permit Fee for two hours, exterior only (no use of mansion): \$350.00

Bridal Suite Fee for one extra hour (photos only, limited use, with photo permit fee): \$150.00

**Rain Policy:** If it should be raining during your photo session, User and guests may take photos inside the mansion (\$350.00 permit will apply) or rain date may be implemented.

Guests must stay in designated area.

**Permit Changes by Users:** Users may request adjustment of the details of their contract following confirmation of permit request (e.g., guest count, permit time, etc.). Chelsea Mansion/Nassau County will do their best but will not guarantee to accommodate the requested changes. If requested changes cannot be accommodated, the Users may opt to cancel their permit session.

**Time of Sessions and Overtime:** Photography sessions are scheduled for 2 hours or 3 hours. Sessions begin at the contracted time and not at the time of the User's arrival at Chelsea Mansion. In the case when User and User's guests and agents arrive early and if a Mansion Coordinator is available, the Users may request that the session begin before the scheduled time. The departure time will then be adjusted accordingly. If the party or the User do not request or are unable to start at this earlier time, the Users and the User's guests and agents must stay inside their vehicles until the original scheduled time or otherwise directed by Chelsea Mansion personnel. Users may request overtime; however, Chelsea Mansion reserves the right to refuse any overtime. If overtime is requested and approved a fee of \$250.00 payable in cash will be due for each additional hour or part thereof over the contracted time.

"No Shows" will forfeit the full permit fee. Users arriving within 15 minutes of the scheduled departure time are considered a "no show" and will forfeit the full permit.

**Cancellation and Refund Policy:** Fees are NON-REFUNDABLE

**Payment:** A reservation for the session will not be confirmed until a signed contract is completed, and full payment is received. Nassau County will not issue a permit until 3 months before date of session. A confirmation of the permit for the scheduled date and time will then be sent to the User from Nassau County. The signed contract must be presented for admission to the Chelsea Mansion and Preserve.

**Use of Photographs or Recordings:** Photographs or video recordings taken on the grounds or inside Chelsea Mansion are for personal/private use. Any commercial use of photographs or video recordings taken at Chelsea Mansion during the session by the User, member of the wedding party, or the photographer or videographer is prohibited without prior consent of Chelsea Mansion/Nassau County.

**Vehicles and Parking:** Vehicles may enter Chelsea Mansion using the 6160 Northern Blvd Main Entrance or the 34 Muttontown Lane Service Entrance. All guests should arrive at approximately the same time and use the same entrance gate. Upon arrival, all vehicles must park in the main parking lot. Brides and Grooms may be dropped off in front of the mansion but then vehicles must park in the main parking lot. Oversized vehicles may not drive into the front courtyard.

**Agreement:** We have read and agree to abide by the above Rules and Regulations as well as any decisions made by the management of Chelsea Mansion/Nassau County. A fully executed copy of this contract will be returned after receipt of full payment and User's signed contract.

Bride/Groom/Spouse 1: Signature \_\_\_\_\_ Date \_\_\_\_\_

Bride/Groom/Spouse 2: Signature \_\_\_\_\_ Date \_\_\_\_\_