

Wedding Photography Session Agreement

Date of Session _____ Session Time _____

Ceremony Couple

Name _____ Name _____

Contact Person's Name _____

Address _____

City: _____ State _____ Zip _____

Phone _____ Cell _____

Email _____

Photographer's Name _____

Address _____

City: _____ State _____ Zip _____

Phone _____ Cell _____

Email _____

In conjunction with the use of the Japanese House & Garden, the undersigned agrees to fully comply with, keep, observe, and perform all of the expressed conditions stated in the Photography Session Policy and House Rules provided below. The undersigned also agrees to fully comply with, keep and observe the following expressed conditions:

1. Upon signing of this agreement, the undersigned will pay to the Friends of the Japanese House & Garden (FJHG) a non-refundable deposit of \$100.
2. The balance of the amount, \$_____ must be paid by _____ (two weeks -14 days- in advance of the photo session date) by cash, by check payable to: **Friends of the Japanese House and Garden**, or by Visa, MasterCard or Discover. Lease fees are non-refundable in the event that the tenant cancels his reservation within two weeks (14 days) of the session date.
3. The undersigned will provide proof of insurance at least two weeks (14 days) prior to the session date.

My signature below signifies that all the information provided is correct, and that I have read these conditions, and agree to abide by them.

Renter's Signature _____ Date Signed _____

Staff Signature _____ Date Signed _____

Shofuso: Friends of the Japanese House and Garden

phone 215-878-5097 □ www.shofuso.com • 215-878-1276 fax

WEDDING PHOTOGRAPHY SESSION POLICY

Availability: The Japanese House & Garden is available for photography sessions from April 15 through October 31.

RATES

Includes deposit fee of \$100

During Public Hours of Site

Tuesday - Friday	10am – 4pm	\$250 1 st hour	\$200 any increment of 2 nd hour
Saturday - Sunday	11am – 5pm	\$350 1 st hour	\$250 any increment of 2 nd hour

For Exclusive Use of Site

Monday	9am – 6pm	\$550 1 st hour	\$350 any increment of 2 nd hour
Tuesday – Friday	4pm – 6pm	\$500 1 st hour	\$350 any increment of 2 nd hour
Saturday – Sunday	5pm – 7pm	\$600 1 st hour	\$450 any increment of 2 nd hour

Unscheduled Additional Use Fee: \$250

Payment: A \$100 non-refundable deposit is due at the time of booking in order to secure the session date and time. The remaining fees are due two weeks (14 days) prior to the scheduled session, or the session will be automatically cancelled. Unscheduled Additional Use Fees are due prior to departure of the wedding party. Payment can be made in cash, by check made out to the **Friends of the Japanese House and Garden**, or by Visa, Master Card or Discover.

Insurance: Proof of public liability insurance for the amount of \$1 million must be provided two weeks (14 days) prior to the scheduled session in the form of a certificate of insurance listing the Friends of the Japanese House and Garden as a claimant. Professional photographers often carry this type of insurance, or it might be added as a rider to an existing insurance policy belonging to a member of the wedding party. Failure to provide proof of insurance two weeks (14 days) prior to the scheduled date will cause automatic cancellation of the session without refund of fees. Members of the wedding party, the photographer and any assistants agree to hold harmless the Friends of the Japanese House & Gardens, their staff and volunteers from any and all claims and injuries whatsoever arising out of the use of this site or in performance of this agreement.

Session Time: In order to protect events scheduled before and after a photography session, the session will start promptly at the agreed upon time, listed above. Late or early arrival will be accommodated only if the schedule allows, and the next scheduled group or event will be given priority. No refund will be issued for partial use of the scheduled time due to late arrival. All set-up and break-down activities, including clean-up activities, must take place within the scheduled session time period or an Unscheduled Additional Use Fee will be applied.

Cancellations: The Friends of the Japanese House & Garden will automatically cancel a session if full payment and proof of insurance have not been received at least two weeks (14 days) prior to the scheduled date. Notice of cancellation by the wedding party must be received in writing, by letter or email, at least two weeks (14 days) prior to the scheduled event. Cancellations can only be made by the Bride, Groom, or the Contact Person listed on the lease agreement.

Refunds: The \$100 deposit is non-refundable. The remainder will only be refunded if notice of cancellation is received at least two weeks (14 days) prior to the scheduled session. No refunds will be made if cancellation is caused by failure to provide proof of insurance at least two weeks (14 days) prior to the scheduled date. No refunds will be made due to eviction caused by a failure to follow the Rules of the House provided below. No refunds will be made for partial use of sessions due to the late arrival of the wedding party or photographer.

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Renter’s Signature _____ Date Signed _____

Staff Signature _____ Date Signed _____

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Facilities & Accessibility: There are no restrooms at the site. Portable toilets are located in the parking lot, and a public restroom is available at the Horticultural Center until 3:00pm each day. The site cannot accommodate wheelchairs or electric scooters.

Wedding Party Responsibilities:

The photographer and wedding party are responsible for leaving the site at the end of their session in as good or better condition than they found it at the start.

Staff Responsibilities: A staff member will be present during the session. It should be understood that the scope of their duties extend only the security of the House, the Garden, and their collections. The staff and volunteers of the Friends of the Japanese House & Garden cannot be held responsible for the loss, damage or theft of personal property from the premises.

Rules of the House

Due to the fragile nature of the House and its surrounding grounds, the following rules have been created to protect the site, and will be strictly enforced by the staff. Failure to follow these rules can result in eviction from the site and forfeiture of all fees.

1. NO SMOKING, EATING, or DRINKING is permitted within the grounds of the Japanese House & Garden. This ban includes the throwing of rice, birdseed, bubbles and lit candles or incense.
2. SHOES MAY NOT BE WORN IN THE HOUSE. Even small amounts of grit and dirt can cause permanent damage. Members of the wedding party, the photographer and any assistants must wear socks or stockings in the house to comply with state health codes. The tips of walkers, crutches, canes and the bottom of soft casts must be cleaned by a staff member prior to entering or re-entering the house. The site is not accessible to wheelchairs or scooters.
3. SHOES MUST BE WORN IN THE GARDEN. Socks that have touched the ground, even briefly, must be replaced before re-entering the house. For your own safety, bare feet are not allowed in the garden.
4. Photography equipment, props, musical instruments and chairs cannot rest directly on the wood or tatami. Staff will provide straw work mats to be placed under tripods, equipment, and chairs at all times.
5. No changes or alterations may be made to the House or garden for a private event. No tape, tacks or nails may be used. Flowers or other decorations may be held by members of the ceremony, but may not be hung on the house or from plants.

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Renter's Signature _____ Date Signed _____

Staff Signature _____ Date Signed _____