



County of Simcoe
 Simcoe County Museum
 1151 Highway 26,
 Minesing, Ontario L9X 0Z7

Main Line (705) 728-3721
 Toll Free (866) 893-9300
 Fax (705) 728-9130
 simcoe.ca



Rules and Regulations for Photographs on Site at the Simcoe County Museum (Engagement)

- Museum operating hours are from 9:00 a.m. to 4:30 p.m. Monday to Saturday, 1:00 p.m. to 4:30 p.m. on Sunday. Any photography on site will occur during these operating hours. Any exceptions to these hours must be approved and arranged in advance with the Museum Curator. A \$50 charge will be applied if the session extends past 5:00 p.m.
- A Museum staff member will accompany the Engagement Party for the photographs. Any instructions issued by the Museum staff will be followed by the Engagement Party. Failure to comply with instructions may result in early termination of the photo session.
- The Engagement Party and Photographer(s) must remain out of exhibit areas, respect and not cross any barriers on the grounds or in the galleries.
- The Engagement Party and Photographer(s) cannot interfere with the enjoyment of the Museum's regular visitors. If visitors are viewing an area, the visitors have first priority in that area.
- No alterations to any room, walls, or any part of the exhibits are permitted. No fastening or securing devices of any kind may be used without permission from Museum staff. The use of glue, tape, pins, staples, nails or similar items for hanging any items, etc. is strictly forbidden.
- No photo shoots will occur that have the potential to harm any artifacts. Standing, leaning on, sitting on, or touching artifacts in any way is not permitted.
- All staff work areas will be closed, and no one will be permitted in these areas unless accompanied by a Museum staff member.
- No food or drink is allowed inside the outdoor buildings or inside the galleries at any time. No peanut or nut products are permitted at the Museum.
- Living plants or fresh flower arrangements are not allowed in the museum. Bouquets are permitted on the museum grounds, but not in the main museum building.
- Damage to any property of the Museum must be reported to Museum staff immediately.
- There is no smoking allowed inside the Museum complex or inside any of the outdoor buildings.
- The **\$100 photography fee paid** to the Simcoe County Museum will cover admission for the immediate Engagement Party and Photographer(s). Any additional visitors with the group must pay regular museum admission.

I, _____, acknowledge that I have read and understood the rules and regulations for photography at the Simcoe County Museum and I agree to be bound by them.

DATED this _____ day of _____, _____.

 Witness

 Exhibitor

Engagement Photography Request Form (Fee - \$100)

Date Requested		Time:	
Contact Name:			
Mailing Address or E-mail			
Telephone:		Fax:	
Notes/Special Instructions:			
Approved by:		Date:	
Confirmation Sent: <input type="checkbox"/> e-mail <input type="checkbox"/> fax <input type="checkbox"/> mail <input checked="" type="checkbox"/> phone Sent by:			
Actual Attendance Numbers:			
Adults: _____ Student: _____ Senior: _____ Preschool: _____			
Method of Payment:			
<input type="checkbox"/> Cheque <input type="checkbox"/> Visa <input type="checkbox"/> Cash <input type="checkbox"/> Debit			