

**Wedding and Portrait Photography Policy
At The Grounds of The Lord's New Church
(The Bryn Athyn Property Management Corporation)**

1725 Huntingdon Rd., Huntingdon Valley, PA 19006

Phone: 215-947-0103 Ext# 301

General Usage Agreement

This Agreement, made _____, 20__, between (The Bryn Athyn Property Management Corporation – PMC) and

_____ (“Patron”)

Intending to be legally bound and for good and adequate consideration, the receipt of which is acknowledged, PMC has agreed to grant the Patron the use of certain space on the PMC's premises as set forth below:

Contract Information, Date of Event

Event: _____ Date: _____
20_____

Contact Person: _____ Email: _____

Telephone: _____ Cell Phone: _____ Fax: _____

Person Responsible for Billing: _____ Telephone: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Photography session Start Time: _____ a.m. / p.m.

End Time: _____ a.m. /p.m.

Total Hours: _____

Estimated Number of participants: _____

Portions of PMC Premises in use during the Event:

___ Social Hall ___ Kitchen ___ Sheepfold ___ Other (*Please specify below*)

Initials _____

**Email requests for wedding and portrait photography to Clayton C. Walsh at:
cwalsh@bapmc.com**

Wedding and portrait photography and filming on Lord's New Church (LNC) property is prohibited except for couples being married into the Church and for members of the Philadelphia Society community as described below. Couples being married in the Chapel may only take their on-property wedding photographs on the day of the ceremony.

Individuals with a LNC connection – employees, church members or staff members – may request permission to take wedding and portrait photographs on LNC property. Requests for permission must be submitted at least five (5) business days in advance.

Other than wedding ceremonies held in the chapel, the LNC prohibits photography of large groups of individuals (more than six) without expressed, written consent.

All requests for wedding/portrait photography must include the following information:

- Name of the person making the request, his or her affiliation to the church and contact information.

Name _____

- Date and time requested (*Note that the LNC will not accommodate wedding photography during weekdays or when there are major events on campus.*)

Date/Time requested _____

- Specific site(s) requested. (*Requests absent specific locations will not be considered.*)

Specific area of property _____

- Number of people and amount of equipment involved.

of participants _____ **Equipment involved** _____

- Type of photography (wedding, graduation, other)

Type _____

Initials _____

Facility Use Policy

No portion of the Facility, nor any other portion of the Premises, may be used for the purpose of advancing, advocating, or engaging in practices or hosting events, activities, or gatherings that conflict with or are deemed by the Church to be inconsistent with or contrary to the faith or moral teachings of the Lord's New Church (the "Church"), which are summarized in, among other places, the Teachings of Swedenborg and the governing documents and principles of the Church and which are incorporated by reference into this Agreement. By signing this Agreement, the Patron affirms that to the best of his or her knowledge the purpose for which he or she requests the use of the Facility is not in conflict, inconsistent with or contrary to the Church's faith.

Payment Terms

Usage Fee. The cost of using any part of the property may be determined using the attached Fee Schedule. Cost is determined by length and size of the photography session. Changes to length or size of the session will affect the usage fee.

Payments Due. Usage Fee is due upon booking the photography session.

Cancellation Terms. All cancellations must be submitted in writing to the Events Coordinator by mail (use address below), or email (cwalsh@bapmc.com). If the Patron cancels the Event less than thirty (3) days prior to the session, the Patron will forfeit 50% (fifty percent) of the total Usage Fee. If the Patron cancels the Event more than thirty (3) days prior to the Event, the full paid Usage fee will be returned to the Patron.

Rescheduling. Events rescheduled more than thirty (3) days prior to the Event, will transfer paid Usage Fee to the new Event.

Form of Payment. All checks are to be made payable to "The Bryn Athyn Property Management Corporation" or "PMC". Checks, cash, money orders are accepted methods of payment. Credit cards are not. **Please write the Event date on the check.**

Checks should be written to ***The Bryn Athyn Property Management Corporation***, or ***PMC***, and mailed to:

Bryn Athyn Property Management Corporation
1725 Huntingdon Rd.
Huntingdon Valley, PA 19006
Attention: Events Coordinator

Initials _____

Please note. Professional photographer/videographer must be able to provide proof of adequate insurance coverage and indemnity and cannot use the resulting photographs for marketing purposes. The resulting photographs and/or video must only be for the personal, non-commercial use.

The LNC affiliate (alum, previous members, staff member and relatives) must carry proof of identity and of the LNC's permission during the photography or film session and is responsible for assuring that the photographer and videographer adhere to the university's policies.

Indemnity. The Patron shall indemnify, defend, and hold harmless The Bryn Athyn Property Management Corporation and its corporate affiliate and each of their respective officers, directors, employees, agents, and members, from and against any and all claims, demands, judgements and liabilities, including, without limitation, liabilities for penalties and reasonable attorney's fees of any nature whatsoever resulting from, or arising out of, but not limited to:

- The use and occupancy of The PMC premises, the performance of this Agreement, or any act or omission of the Patron, Patron's guests, or any of their invitees, attendees, contractors, subcontractors, agents or employees in, at or from the Facility, The PMC premises, or its appurtenances (including, without limitation, the buildings, entrances, lobbies, exits, sidewalks, lawns and other grounds, parking areas, approaches, streets, private drives or any other buildings or areas located on The PMC premises) including, without limitation, claims for loss of life, bodily or personal injury or property damage; and
- Any damage done to the Facility and/or The PMC premises or any property or any part thereof or any injury (including death to any person) caused by the act or omission of either the Patron, Patron's guests or any of their invitees, attendees, contractors, subcontractors, agents or employees.
- Any injury, damage, or claim made as a result of the Patron's provision of alcohol to his or her guests.

Compliance with Laws, Rules and Regulations. The Patron and Patron's contractors, subcontractors, employees, and guests must comply with all Federal, Commonwealth and local laws, rules, and regulations applicable to the Facility Usage granted under this Agreement, including, without limitation, laws prohibiting the provision of alcoholic beverages to minors and laws prohibiting the use of illegal drugs. The Patron must comply with The PMC Usage Terms, which are fully incorporated into this Agreement. The Patron acknowledges that he/she are fully responsible for their guests, attendees, contractors, subcontractors, agents or employees full compliance with these Usage Terms.

Supervision. Neither PMC, nor its affiliate entities, will provide supervision for the Event. PMC shall relinquish to Patron control over the portion of the Facility licensed for the Event during the Event time. This provision shall remain in effect even if a member of PMC staff is present or on call during the Event.

Force Majeure. If The Bryn Athyn Property Management Corporation is unable to perform its obligation under this Agreement for any reason beyond its control, including but not limited to loss of electricity or other utilities, accidents, restrictions or regulations, acts of war or acts of God, such no-performance is excused and the Patron will not be liable for fees outlined in this Agreement. The PMC will not be liable for inconveniences, damages, fees, loss or costs incurred by the Patron in the event of inability to perform.

INTENDING TO BE LEGALLY BOUND, THE PARTIES EXECUTE THIS AGREEMENT AS OF THE DATE FIRST WRITTEN ABOVE.

Patron's Signature: _____

Patron's Printed Name: _____

THE BRYN ATHYN PROPERTY MANAGEMENT CORPORATION

By: _____

Printed Name of Authorized Representative: _____

Last updated: May 12, 2018

Initials _____

Fee Schedule, Rates, & Event Parameters:

In accordance with the terms and conditions of the General Usage Agreement dated [/ /], and entered into by and between the Patron and the PMC (the "Agreement"), which is fully incorporated by reference herein, the Parties agree as follows:

	Small Events (participant count below 20)	Large Events (participant count at or above 20)
Usage Fee	<p>Friday & Saturday Evenings: \$75 (Seventy Five Dollars) per hour Sunday-Thursday, and available Mornings and Afternoons: (Sunday morning is never an available timeslot) \$50 (Fifty Dollars) per hour</p>	<p>Friday & Saturday Evenings: \$125 (One Hundred and TwentyFive Dollars). Sunday-Thursday, and available Mornings and Afternoons: (Sunday morning is never an available timeslot) \$100 (One-Hundred Fifty Dollars)</p>
Deposit	\$0	\$100
Payment Schedule	Payment of Usage Fee will secure your date.	Payment of Usage Fee, and the deposit, will secure your date.
Cancellation Policy	<p>Cancellations made more than 3 (three) days prior to the event will receive full refund of their paid Usage Fee. Cancellations made less than 3 (three) days will forfeit 50% (fifty percent) of the total Usage Fee. Cancellations must be given in writing.</p>	<p>Cancellations made more than 3 (three) days prior to the event will receive full refund of their paid Usage Fee. Security Deposit will also be returned. Cancellations made less than 3 (three) days will forfeit both the Security Deposit and 50% (fifty percent) of the total Usage Fee. Cancellations must be given in writing.</p>
Rescheduling Policy	<p>Events rescheduled more than 3 (three) days prior to the booked event date, will transfer the full balance of paid Usage Fee. Events rescheduled within 3 (three) days will transfer the full paid Usage Fee.</p>	<p>Events rescheduled more than 3 (three) days prior to the booked event date, will transfer the full balance of paid Usage Fee and Security Deposit. Events rescheduled within 3 (three) days will transfer the full paid Usage Fee and 50% (fifty percent) of the Security Deposit. The PMC will retain the remaining 50% (fifty percent) of the Security Deposit as a Cancellation Fee.</p>
Form of Payment	<p>All checks are to be made to "Bryn Athyn Property Management Corporation" or "PMC". Checks should be mailed to: Attention: Events Coordinator Bryn Athyn Property Management Corporation 1725 Huntingdon Rd. Huntingdon Valley, PA 19006</p>	<p>All checks are to be made to "Bryn Athyn Property Management Corporation" or "PMC". Checks should be mailed to: Attention: Events Coordinator Bryn Athyn Property Management Corporation 1725 Huntingdon Rd. Huntingdon Valley, PA 19006</p>