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# *Professional Photography Policy*

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**1421 Milwaukee Ave., Glenview, IL 60025 847.298.0095**  
A historic facility of the Glenview Park District

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## **Photography/Videography Information**

We are pleased that you are considering The Grove National Historic Landmark as a location for taking photos, video or filming. The Grove has ecologically significant areas on the 143 acre Nature Preserve site. Due to the historic nature of the homes and grounds and for the protection of the property, and enjoyment of all visitors to the site, the following policies and procedures have been adopted by The Grove.

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**A permit is required for all posed formal photography and videography.**

**\*\*\*Please contact us to confirm if your request can be accommodated**  
If so, we will send you a permit and payment form.

Contact: Redfield Estate @ 847-298-0095 or [redfieldestate@glenviewparks.org](mailto:redfieldestate@glenviewparks.org)

## **Guidelines and Policies:**

**Please review to ensure your experience will be successful and enjoyable.**

1. Those celebrating wedding ceremonies, receptions or other special occasions scheduled at Redfield Estate are welcome to take photographs or videos around the rental facility during their rental time at **no additional fee**.
2. Renter signing contract must be at least 21 years old. An adult must be present.
3. Payments are non-refundable. In case of inclement weather, contact us to reschedule.
4. This permit is void if the buildings or grounds are not usable due to an Act of God.
5. If indoor space is desired, use must be approved by The Grove staff and additional fees may be required.
6. Please be mindful of other visitors, programs or events that may be taking place. Access to some locations may be restricted at The Grove's discretion. Exercise care when setting up equipment. Stay on paths, do not disturb or pick plants. Do not block pathways or roads.

7. Serving of food and beverages will be permitted only during rental hours and with the specific location to be approved by Grove staff member. Catering information will be provided in the event user needs such services. Alcohol is prohibited. Recycling is mandatory. The Grove is a smoke-free facility.
8. Use of tents is prohibited unless otherwise permitted by the Director of The Grove.
9. Set-up and take down times must be included in the requested rental time period.
10. Loud speakers or amplified music must be pre-approved with guidelines for use.
11. Parking is free, however, location for parking your vehicles should be discussed and approved. Driving or parking on lawn areas is prohibited unless pre-approved by Grove.
12. Only Service Animals are allowed. **No pets.**
13. **Balloons** are not allowed on The Grove property as they are harmful to the environment and wildlife.
14. User may not move or remove any furnishings of the buildings without consent. Any additional furniture or equipment you wish to bring onto the property must be pre-approved.
15. The Grove is not responsible for lost, stolen, damaged personal items or equipment.
16. Users are responsible for clean-up of areas used, including buildings, outside areas, lawns, trails, parking lot. Facility renter shall be financially accountable for any unforeseen expenses which are incurred as a result of negligence by that renter.
17. A maintenance/damage deposit may be required. Any costs of extra repairs will be deducted from that deposit. If costs exceed the deposit, the renter is still responsible. By signing the use permit, the signee agrees to accept this responsibility.
18. Certificates of Insurance may be required at the discretion of The Grove.
19. **Use of Drones** for video/filming/photography is strictly prohibited.

## **Permit Fees**

- Portrait Photography \$50.00/2-hour period of time. Additional fees may apply if more time is required or indoor use is requested and available
  - Commercial photography: \$50 per hour or \$300 per 8-hour day
  - Student/Small film production (crew of 12 or less) \$50 per hour or \$300 per 8-hour day
  - Independent films:  
(crew of 25 or less) \$100 per hour or \$650 per 8-hour work day
  - Commercial film production: \$200 per hour \$1,200 per 8-hour work day
  - Additional time may be available after hours and weekends at extra cost
  - Damage deposit may be required and is refundable after use
  - Rates may be negotiable depending on extent of project and locations needed
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