



Photo Session Reservation Request Form

1900 Belmont Boulevard · Nashville, TN 37212

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www.BelmontMansion.com

Photo Session Client Contact Information

Session Date: _____ Start Time: _____ End Time: _____

Client: _____ Email: _____

Cell/Home Phone: _____ Work Phone: _____

Street Address: _____

City: _____ State _____ Zip _____

Photographer/Production Co.: _____ Email: _____

Cell Phone: _____ Work Phone: _____ Website: _____

Please select requested session type: ___ Bridal Portrait Session ___ Group Portrait Session ___ Commercial Video Shoot

Photo Session Guidelines

1. Bridal Photo Session Fee: \$100.00 per hour with one-hour minimum; additional time available in thirty-minute increments.
2. Commercial Video Shoot & Group Photo Session Fee: \$150.00 per hour with one-hour minimum; fee may exceed \$150.00 per hour depending on size and scope of the session. Contact Director of Weddings & Rentals for a quote.
3. All fees are payable in full upon completion of photo session. Fees may be paid with cash, check, Visa or MasterCard.
4. The photographer/production company must abide by all pertinent regulations found in the Provisions and Guidelines for Event Vendors document which is available on the Weddings & Rentals page of the mansion's website. All photo sessions are supervised by the Director of Weddings & Rentals or one of his event coordinators. The director or event coordinator has final authority in all matters pertaining to the mansion during photo sessions, specifically with regard to use of photographic equipment, movement of mansion furnishings, etc. <http://belmontmansion.com/weddings-rentals/documents/>
5. Photo sessions will not be scheduled during regular museum tour hours which are Monday-Saturday 10am-4pm and Sunday 1pm-4pm. Weddings and other events are scheduled during evening hours, so your session will not be considered booked until this form is reviewed and approved by the Director of Weddings & Rentals; therefore, this form must be submitted to the Director of Weddings & Rentals for approval and scheduling. If approved, the client will be notified by email or by phone if the client does not have access to email.
6. Current prices guaranteed valid through December 31, 2011. Visit www.BelmontMansion.com for details.

Client Signature

Date

Director of Weddings & Rentals Signature

Date

For Mansion Use Only:

___ Approved as Requested

___ Approved with Modification: _____

___ Not Approved as Requested: _____