



## Olivenhain Town Council

### Photography/Videography/Film Policy

The Olivenhain Town Council (“OTC”) is a 501(c)(3) non-profit corporation organized pursuant to Part I, of Division II, of Title I, of the Corporations Code of the State of California. The OTC plans, promotes and conducts community events, promoting cultural and civic endeavors within the Community of Olivenhain. The OTC oversees and manages the financial, legal, and other matters relating to the operation and maintenance of the Olivenhain Meeting Hall, Germania Hotel, all other structures as well as the grounds located at 423 Rancho Santa Fe Road Encinitas, California 92024, hereafter collectively referred to as the “Property”.

On October 20, 2020 The Olivenhain Town Council’s Board of Directors unanimously approved a policy regarding all photography, videography and filming activities (“Policy”) for the above referenced Property. The Policy, was amended on November 16, 2021 and is in effect as of November 16, 2021, and is as follows:

A permit is required for any professional photo, videography or filming activities at the Property. Any photographer, videographer or artist who intends to use images, video or film taken at the Property for portraits, commercial, professional, promotional, advertising, marketing, political campaigns or any other purposes (where payment or consideration of any kind is received by the photographer, videographer or artist for images, video or film taken at the Property) must complete a Photography, Video and Filming Agreement application, the Hold Harmless and Indemnification Agreement, as well as proof of current liability insurance (\$1 million) to OTC’s Hall Scheduling representative (see Reservations paragraph below). Any photographers intending to sell, trade or market their images, video or film, now or in the future, must abide by the OTC’s Policy regarding commercial photography, videography and filming.

**Without prior written application approval from the OTC’s Hall Scheduling representative, it is strictly forbidden to engage in any commercial photography, videography or filming at the Property. In addition, the sale or commercial use of any images, video or film taken at the Property for any of the aforementioned activities, including but not limited to publishing; marketing; educational materials; products and retail merchandise; general and web advertising; broadcast; or any situation where the photographer is paid for the use of the image, video or film taken at the Property. Use of photos, film or video in these ways may result in the OTC taking legal action.**

**Reservations.** Application requests for professional photo, videography or filming activities can be submitted via email to hallscheduling@olivenhain.org or by U.S mail to Olivenhain Town Council, Hall Scheduling, 423 Rancho Santa Fe Road Encinitas, California 92024. In order for you to have an ideal setting for your photo or video shoot, the OTC will limit the amount of scheduled activities each day. To reserve your space, an Application, Hold Harmless Agreement and proof of liability insurance for the photo or video shoot must be received by the OTC’s Hall Scheduling representative 10 business days in advanced of the scheduled date/time of the shoot. Please Note: Times for photos, film or video activities may be restricted if other events are scheduled at the Property on the date/time requested (i.e.: If there is a wedding booked no photo or video shoots will be permitted during that time). The OTC reviews requests for commercial filming and photography on a case-by-case basis. The OTC reserves the right to deny any photography or videography shoot requests at any time and for any reason. Once a photography permit has been approved the OTC will issue a fully executed Photo/Video Reservation Agreement to the applicant. It is required that the applicant or their photographer has the fully executed Photo/Video/Film Agreement in their possession while the photography, video or film activities are conducted at the Property.

Informal, non-commercial and non-political photography at the Olivenhain Town Hall property (for personal or non-commercial use) is permitted for OTC members at no fee. All photo sessions requests require a signed Rental Agreement to be submitted to Hall Scheduling before the photo shoot is scheduled. OTC Members may use a professional photographer for personal and non-commercial photo sessions.