



Rochester & Genesee Valley Railroad Museum

**PHOTO/FILM
POLICY**

**ADOPTED JULY 2014
REVISED JANUARY 8, 2019**

Effective July 2014, this policy will govern all movie and photography productions at the Rochester & Genesee Valley Railroad Museum. This policy affects all student (non-profit) and commercial (for-profit) productions, and does not affect museum visitors taking casual snapshots, or members of the press who identify themselves beforehand.

Outline of Policy

1. Who is affected by this policy:
 - a. **Visitors** to our museum who are taking pictures and video during the course of their museum visit are exempt. However, visitors must abide by our rules and not enter into any area not open to the public; must not climb on or on top of any equipment; must remain off all trackways and roadways, or any area marked with a sign restricting access. We restrict the use of tripods and external lighting equipment to press photographers and camera crews.
 - b. **Commercial Photographers/Film Crews** would be subject to our new policy.
 - c. **Student Photographers/Film Crews** would be subject to our new policy.

2. What we expect from those affected:
 - a. **Payment** to the museum for time and effort, starting with a four-hour minimum. Exact amount to be determined on a sliding scale depending on whether a train crew needs to be called to move equipment, or any other preparations needed. We need to consider the impact on our trains, fuel supply, and volunteer personnel on duty, and be compensated accordingly.
 - b. **Proof of insurance** that names the museum as an additional insured. Basic liability coverage that protects all parties.
 - c. **A deposit** for any cleaning needed or damage incurred during the shoot. This amount should be agreed upon prior to start of production.
 - d. **Contingencies** should also be worked out prior to start of production.
 - e. **Full compliance with all safety rules and conditions set forth by museum personnel, with the right to close down any production without refund for violation of said rules.**
 - f. **A print/proof /sample** of the final product for our records. This should be agreed upon by both parties prior to the shoot. For example, this could be a sample photo from a location shoot, stills or a copy of a film or video featuring our museums. These materials can be used to promote our site as a desirable location for future productions.

Payment Scale

All productions are billed for the minimum four-hour reservation, even if the entire four hours is not used. The billing cycle begins as soon as the production is on the property and begins set up, and does not conclude until the production is packed and departed. **Billing is per location.** For instance, if principal photography involved the NYMT trolley and the RGV diesel trains, production would be billed for TWO locations since different operating personnel and management are involved at each location. “NYMT” includes all property and equipment from main entrance south to Midway. “RGV” includes all property and equipment from the depot north to Midway.

Professional/Commercial: For the purposes of this policy, a “professional/commercial” shoot is any production that will profit from the work created.

1. Location Shoots: \$250.00 for the first four hours, \$100.00 every hour after.
2. Shoots with Moving Trains: \$500.00 for the first four hours, \$200 every hour after.
3. A large scale production (major motion picture studio, television network, and so on) taking place over several days is subject to special rates and fees to be determined.

Student/Non-Profit: For the purposes of this policy, a “student/non-profit” shoot is any production that will not profit from the work created, or is created to benefit a charitable organization.

4. Location Shoots: \$150.00 for the first four hours, \$50.00 every hour after.
5. Shoots with Moving Trains: \$300.00 for the first four hours, \$100 every hour after.

Respectfully Submitted,

Otto M. Vondrak,
R&GVRRM Trustee/Film Policy Committee Chair

Approved by NYMT and RGVRRM trustees July 2014.
Revised January 2019.