

Timken Museum Photo Shoot Policy

The Timken Museum permits occasional individuals or groups interested in conducting photo shoots within our premises. To ensure the comfort and safety of all visitors, as well as the preservation of our artwork and exhibits, we have established the following guidelines for any kind of photo shoot conducted within the museum that is approved beforehand by museum staff.

1. Prior Scheduling:

- All photo shoots must be scheduled in advance through our events coordinator. This includes professional and amateur photography sessions, engagement shoots, commercial shoots, and any other form of photography within the museum premises.
- Museum staff reserve the right to decline any photo shoot based on their discretion.
- To schedule a photo shoot, please contact events@timkenmuseum.org at least two full weeks prior to the desired date.

2. General Museum Rules:

- Photo shoots must adhere to the Timken Museum's general rules and regulations, including but not limited to:
 - No touching or leaning on artwork.
 - No food or drinks in the galleries.
 - Respectful behavior towards fellow visitors and museum staff.

3. Respect for Artwork and Exhibits:

- All photography must be conducted with the utmost care for the artwork and exhibits. No props, equipment, or individuals are permitted to touch or come in close proximity to the artwork.
- Tripods, large camera equipment, or any other bulky gear that may obstruct pathways or disrupt other visitors are strictly prohibited.

4. No Flash Photography:

- Flash photography is strictly prohibited within the museum premises. This is to prevent any potential damage to the artwork and to ensure a comfortable experience for all visitors.

5. Consideration for Public Access:

- Photo shoots must not impede the regular flow of visitor traffic within the museum. Participants are expected to be mindful of other visitors and to avoid causing disruptions.
- Any designated areas for the photo shoot must be agreed upon in advance and should not interfere with the public's access to exhibits.

6. Supervision and Accountability:

- The individual or group organizing the photo shoot is responsible for ensuring that all participants adhere to these guidelines.
- A designated representative must be present during the entire duration of the photo shoot to address any concerns raised by museum staff or visitors.

7. Commercial Photography and Filming:

- For commercial photography or filming projects, additional permits and fees may apply. Please consult with our events coordinator for further information
- All pertinent details must be provided to the events coordinator in advance of the scheduled shoot date to understand the scope of each project.

8. Enforcement:

- Failure to comply with these guidelines may result in the termination of the photo shoot and denial of future access to the museum for photography purposes.

9. Payment

- The fee for conducting a photoshoot at the museum is \$250, payable in the form of a check at the front desk on the scheduled shoot day. However, this fee may be waived at the discretion of the events department upon prior communication and approval by the museum. No exceptions will be made regarding the payment method or timing.

Conclusion:

We appreciate your interest in a photo shoot at the Timken Museum. By adhering to these guidelines, we can ensure a positive experience for all involved while preserving the integrity of our artwork and maintaining the comfort of our visitors. If you have any questions or concerns regarding this policy, please do not hesitate to contact us.

Thank you for your cooperation.