



BROWN MANSION PHOTO POLICY

HOW TO GET STARTED:

1. **Photography policy** (make sure to have it in case anyone asks)
 1. Complete the form below.
 2. Email the completed form to: coffeyvillehistoricalsociety@gmail.com
2. **Submit payment** securing your session.
 1. <https://coffeyvillehistory.square.site/>
 1. Click **Donations** (tax deductible)
 2. Click the **0.00** and enter **the amount for the session**.
 1. NOTE:
 1. **Exterior:** \$25 per Hour
 2. **Interior:** \$50 per Hour
 3. **Annual Pass:** \$500

PHOTOGRAPHER'S NAME: _____

PHOTOGRAPHER'S BUSINESS NAME: _____

PHOTOGRAPHER'S ADDRESS: _____

PHOTOGRAPHER'S LIABILITY INSURANCE COMPANY: _____

PHOTOGRAPHERS LIABILITY INSURANCE POLICY #: _____

Photographer's Initials & Date: _____

Brown Mansion Photo Policy (6.15.2026)



Rent The Brown Mansion for Your Photoshoot

- **Exterior:** \$25 per Hour
- **Interior:** \$50 per Hour
- **Annual Pass:** \$500
 - Photographers will have the ability to schedule photo shoots and mini sessions for the duration of the annual pass.
- **Submit payment** securing your session.
 - <https://coffeyvillehistory.square.site/>
 - Click **Donations** (tax deductible)
 - **Click the 0.00** and **enter the amount for the session.**
 - NOTE:
 - **Exterior:** \$25 per Hour
 - **Interior:** \$50 per Hour
 - **Annual Pass:** \$500
- All photographers/videographers using the interior of the Brown Mansion must check in and out upon arrival and departure with the curator by calling: **620.688.2042**.

Commercial Photography and Video

- **RATES:** Same as rental venue. The Brown Mansion welcomes the opportunity to host professional photographers and videographers for client and marketing purposes. We invest substantial resources each year to ensure that our mansion and grounds are beautifully and historically maintained. The Brown Mansion has become a popular backdrop for commercial use and business purposes.
- **NOTE:** The charges applicable for utilizing the Brown Mansion property for diverse purposes such as large or small-scale photo sessions, video shoots, or any commercial media application shall align with or surpass the established venue rental rates or the rates specified for photoshoots. Should the calculated profit share, constituting 20% of the lessee's earnings, surpass the stipulated venue rental fee, an adaptation to the rate will be made to correspond with the said 20% profit value. The modification of rates remains open to negotiation. It is imperative that any potential commercial gains, matching or exceeding the pre-mentioned venue and photoshoot rates, are fully disclosed at the time of contract execution.
- Please email us at coffeyvillehistoricalsociety@gmail.com for more information.

QUESTIONS?

- Please email us at coffeyvillehistoricalsociety@gmail.com for more information.



During Photo and Video Shoots

- Photographers are welcome to bring a partner/assistant with them during photo shoots. Videographers must let the Brown Mansion know the size of their production crew.
- Indoor photoshoots include:
 - 1st Floor
 - Ballroom
 - Stairwell
 - Landing
 - **NOTE: Bedroom suites are excluded but can be rented separately.**

We appreciate your help in maintaining our standards and protecting both the mansion grounds and historical structures while on the property.

- We ask that while on Brown Mansion property, your group upholds the integrity of our facility in dress, actions, and content of photographs.
- Photographers/videographers and clients when only renting the exterior must always stay on walkways or grass when on grounds.
- Please be respectful of all visitors and other photographers/videographers by not restricting access to any part of the Mansion.
- Photographers and clients may not go inside Mansion buildings for photoshoots or wardrobe changes unless photographers have rented the interior of the Mansion. Videographers must make special arrangements with the Brown Mansion.
- Please do not leave any props or equipment unattended on any walkways. Photographers/videographers assume full responsibility for their property while on Brown Mansion property.
- Failure to adhere to photography and video guidelines may result in the termination of photography and video privileges and/or revoking of membership.
- The Brown Mansion is not responsible for accident or injury of you or your guests, and you agree to hold harmless and indemnify Brown Mansion for any loss, damage or injury.
- Photographers/videographers will be held accountable for themselves as well as their clients while working on the grounds. If any artifact or property of the Coffeyville Historical Society is damaged, the photographer will be held responsible, also for the actions of their clients.

Social Media

- We invite you to share your photos/videos and tag us at **#brownmansion @brownmansion** on Instagram, Facebook, and/or Twitter.
- If you post on social media or use photos/video for your portfolio or website, The Brown Mansion requires the location credit "**Brown Mansion, Coffeyville, Kansas**" in all commercial uses of images taken at the Mansion with your clients.