



## Historic Richmond Town Image Permission Form

441 Clarke Avenue, Staten Island, NY 10306  
(718)-351-1611 | [www.historicrichmondtown.org](http://www.historicrichmondtown.org)

Please complete this form and email to Carli DeFillo, Collections Manager, at [crdefillo@historicrichmondtown.org](mailto:crdefillo@historicrichmondtown.org)

### CONTACT & IMAGE INFORMATION

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Name: \_\_\_\_\_ Company/Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Image(s): Please provide catalog number and/or description.**

\_\_\_\_\_  
Image (1)

\_\_\_\_\_  
Image (2)

\_\_\_\_\_  
Image (3)

Purpose of request (name of publication or exhibition, personal use, etc.)

\_\_\_\_\_

### FEE SCHEDULE

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**Non-profit and individual (personal) use:** \$40 per image for a high-resolution digital image.

**Commercial use:** \$200 per image for a high-resolution digital image.

## PAYMENT

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Payment can be made by check or credit card. Prepayment is required for all orders, and fees are not refundable. Checks must be made payable to Historic Richmond Town. Credit card payments must be made online through our website.

### **Conditions under which permission is granted for reproduction of materials:**

- This contract must be completed, signed, and returned to Historic Richmond Town. Images will be sent upon receipt of signed contract and payment of fees.
- Permission is granted for one-time, non-exclusive rights to reproduce the image(s) only for the specific use detailed in this contract. Any additional use of the image(s) will require a separate contract and fee.
- In publications and films, the credit line "Collection of Historic Richmond Town" must accompany each image, either adjacent to the image or in the "Credits" section of the work. In exhibitions, each image must have the credit line "Collection of Historic Richmond Town" in the individual object label. For web site use, the credit line must appear either next to or directly below the image.

## SIGNATURE

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I have read the conditions under which the material to be reproduced is made available to me by Historic Richmond Town. I agree to abide by these conditions and pay the associated fees.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

For Historic Richmond Town:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature)