



PHOTO AND VIDEO RATES AND POLICIES

Please read our guidelines below if you are interested in holding a photo or video session at our venue. If you have any questions, please contact our event team at lshaw@jjhill.org or 651-2655430.

RENTAL RATES (based on availability)

Reading Room | 130' x 50' (6500 sq. ft.)

- Monday – Friday from 10 a.m. - 5 p.m. | 1 hour min. – 2 hour max. (if you require more than 2 hours, see rates below)
 - \$100/hr.*
- Monday – Friday from 10 a.m. - 5 p.m. (more than 2 hours) or Monday – Thursday from 5 p.m. – 12 a.m. | 4 hour minimum
 - \$1500/four hours ▪ \$150/additional hour*
- Friday – Sunday 5 p.m. - 12 a.m. | 4 hour minimum | \$2000/four hours ▪ \$150/additional hour*

Conference Rooms

- Monday – Friday from 10 a.m. - 5 p.m. | 1 hour minimum
 - \$50/hr. ▪ \$300/day*
 - Empire Builder Room | 20 x 18 (360 sq. ft.) | 12 people | 12ft wood table – Leather Chairs – Arm Chairs
 - Great Northern Board Room | 16 x 22 (352 sq. ft.) | 14 people | Conference Table – Executive Leather Chairs
 - Glacier National Park Room | 19 x 23 (437 sq. ft.) | 24 people |
 - Helen Starr Room | 18 x 18 (324 sq. ft.) | 8 people | couches and arm chairs

**All fees are subject to change*

GUIDELINES

1. Rental of the James J. Hill Center (the Hill) is subject to availability and must be booked by the Hill staff. Walk-in appointments will not be accepted.
2. Rental rates include floor plan as-is. Furniture moving must be done by the Hill staff and may be subject to additional fees.
3. Public hours are Monday – Thursday 10:00 a.m. until 5:00 p.m.; please note other guests may be in the building during your photo shoot. If you require a private space, additional fees will apply.
4. This document applies to pictures/videos taken anywhere on James J. Hill Center property, whether inside or outside the building.
5. The pictures/videos are authorized for **non-commercial use only**. If the pictures/videos are intended for commercial use (commercial web sites, magazines, journals, corporate reports or newsletters, etc.), written approval by The Hill senior management is required and additional fees may apply. The Hill must also receive final



approval of all commercial photos to ensure their image is not being misrepresented or used in a way that could confuse their brand.

6. Pictures/videos must be taken in a way as to not put the photographer, subject, the Hill staff or bystander in any danger, and in a way which will not damage The Hill property.
7. Photography/Videography sessions shall be completed in the shortest practical time period and with the least disruption or interference with the Hill patrons, staff and operations. If exclusive access is needed, a fee may apply.
8. The Hill staff members are authorized to halt the photography/videography session if they deem, based on their personal judgment, the photography/videography is interfering with the Hill operations or may endanger persons or property.
9. Each person involved in the photo/video session (photographers, videographers, subject, etc.) must sign below indicating that they understand and agree to the conditions set forth in this document.
10. Photography is restricted to the main floor, second floor, and catwalks on the second floor. Access to glass catwalks between the main and second floor and third floor is prohibited without approval and supervision by the Hill senior management.
11. Except for people who have paid the Hill for rental of the facility for a reception and/or ceremony, the taking of wedding photos/videos on the Hill premises, whether inside or out, is prohibited.
12. Photography/Video can't be used in any way which harms the Hill or its reputation. Photography/Video can't be used in any pornography or illegal situations.
13. All persons involved in the photo/video session release the Hill and its staff of any liability for personal injury or loss of property.
14. All persons involved in the photo/video shoot jointly and severally assume liability for any personal injury or property damage which results from their actions.

This document is NOT required for groups renting the Hill facilities for weddings or other events, and may wish to take pictures/video to record their event.

The above terms are agreed to by:

Photographer/Videographer

Date

Subject

Date

Subject

Date

Subject

Date

Document reviewed by: _____

James J. Hill Center Staff

Date

Room Rented

The James J. Hill Center is a non-profit 501(c)(3) organization. When you are done taking pictures/video, please consider allowing us to use your pictures/video. Thank you!