

PHOTO ORDER FORM

For special requests or questions, please contact curatorial staff at 303-277-8716.

CUSTOMER INFORMATION

Name:

Company/Organization:

Address:

City: State: Zip:

Phone: Fax: E-mail:

Photograph catalog number and description: <input type="text"/> Quantity: <input type="text"/> Choose print size or digital file: <input type="text"/> Paper Type: <input type="text"/>	Price
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SPECIAL INSTRUCTIONS

PAYMENT OPTIONS:

1. Pay in person.
2. Mail a check made out to **Golden History Museum & Park** to Golden History Museum, ATTN: Photo Orders, 923 10th St., Golden, CO 80401.
3. Call 303-277-8716 to arrange payment by phone.

- I am purchasing photographs for **personal use**. By checking this box, I agree to abide by the conditions for personal use described on page 2 of this form. I also agree to conduct business electronically with Golden History Museum & Park.
- I am purchasing photographs for **commercial or non profit use**. By checking this box, I agree to abide by the conditions for commercial or non profit use described on page 2 of this form. I also agree to conduct business electronically with Golden History Museum & Park.

Image Total:	
Sales tax:	
CD/transfer:	
Use:	
Shipping:	
TOTAL:	

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Personal Use:

1. Purchased photographs will only be used for personal use and not for commercial or editorial use.
2. Use the photographs only once and only for the purpose stated in this agreement.
3. Not allow images to be used out of context or modified in any way that affects the historical integrity of the image.
4. Not to authorize others to use the items for any reason.

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Golden History Museum & Park Letter of Agreement for Use of Photographic Reproductions

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1. The materials and/or copies are furnished without representation or warranty as to any rights therein and the use thereof shall be entirely at my own risk.
2. I hereby agree it is my obligation to determine and satisfy any and all third party copyright, rights of ownership or use restrictions when using the materials and/or copies that are furnished.
3. I hereby agree to defend and indemnify and save and hold you, Golden History Museum & Park, its agencies, and/or their employees or designates harmless from and against any and all liability, including costs and expenses based on the violation of rights of ownership, infringement of copyright, or invasion of the rights of privacy, or laws of libel resulting from my use of such materials or copies furnished pursuant hereto.
4. I will not use or authorize others to use the material or copies furnished me for any purpose whatsoever, including all forms of publication or exhibit, except as specifically provided in this agreement, without first obtaining the written consent of Golden History Museum & Park.
5. I agree to use any image provided without significantly altering it through any means. Altering the image beyond standard cropping and resizing requires further discussion with the curatorial staff. A cropped image must specify that it is a detail of the full image.
6. I will supply the following credit line when reproducing materials:
Golden History Museum & Park, City of Golden Collection.
7. I agree to pay in advance the assessed commercial and editorial permission fees for my use of any images provided.
8. I am authorized to enter into this agreement on behalf of the organization named on the online order form and enter into the agreement on behalf of that organization and of myself.

Definitions

Personal Use: The image(s) will be used only in a private home or office. They will not be displayed in a sales area or reproduced for any purpose.

Non-Profit: The image(s) will be published, displayed, or broadcast by a Colorado 501(c)(3) organization. Any profit from the publication, display, or broadcast will go into the account of the non-profit organization and not to an individual or corporation.

Commercial: The image(s) will be published, displayed, or broadcast in a commercial environment for profit. This includes commercial websites representing a person or corporation who sell goods or services.

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