



EVENTS | CELEBRATIONS | COMMUNITY

PHOTO, VIDEO & MEDIA RELEASE

CAPTURING TODAY. SHARING TOMORROW.

Event Name/Type: _____ Event Date: _____

Renter/Client Name(s): _____

Phone: _____ Email: _____

1. PHOTO & VIDEO PERMISSION

Glencoe City Center occasionally photographs or records events, venue spaces, décor, setups, and other activities for promotional and informational purposes. Please select one option below:

- ☐ **YES — I GIVE PERMISSION**
I authorize Glencoe City Center and the City of Glencoe to photograph and/or record the event and to use photographs, video recordings, and other visual media captured in connection with the event for legitimate promotional and informational purposes.
- ☐ **NO — I DO NOT GIVE PERMISSION**
I do not authorize Glencoe City Center or the City of Glencoe to use photographs or video from my event for promotional or marketing purposes, except for images that do not identify or depict event attendees and are otherwise permitted by law.

2. PRIVACY PREFERENCE (if permission is granted above)

Please select the level of coverage you are comfortable with:

- ☐ **Venue & Décor Only**
Glencoe City Center may photograph/video the venue, tablescapes, décor, backdrops, room setups, signage, and other event details. Guests should not be intentionally featured or identifiable.
- ☐ **General Event Coverage**
Glencoe City Center may use photographs/video showing the venue, décor, event atmosphere, and attendees as part of general event coverage.
- ☐ **Couple/Hosts May Be Featured**
In addition to general event coverage, the couple/event hosts may be intentionally featured in promotional content.

3. USE OF MEDIA

Approved uses may include, but are not limited to:

- ☐ Glencoe City Center website
☐ Social media platforms
☐ Printed brochures, flyers, catalogs, and venue guides
☐ Digital and print advertising
- ☐ Wedding and event portfolios
☐ Promotional videos and reels
☐ Other City of Glencoe or Glencoe City Center marketing materials

I understand that these materials may be edited, cropped, resized, or otherwise formatted for promotional use, provided they are not used in a misleading or inappropriate manner. I understand that I will not receive compensation for the use of approved photographs or recordings.

4. MINORS

This release does not authorize Glencoe City Center to intentionally feature an identifiable minor in promotional materials without permission from that child's parent or legal guardian when such permission is required.

5. THIRD-PARTY PHOTOGRAPHERS & VIDEOGRAPHERS

This release applies to photographs and recordings captured by or on behalf of Glencoe City Center. It does not automatically grant Glencoe City Center rights to professional photographs or videos owned by an outside photographer, videographer, or other third party. If professional media is submitted to Glencoe City Center for promotional use, the renter/client is responsible for ensuring that appropriate permission has been obtained from the copyright owner before providing the material for use.

6. ACKNOWLEDGMENT

I have read and understand the selections made above. My decision regarding photography and promotional use will not affect my ability to rent or use Glencoe City Center.

Renter/Client Signature: _____ Date: _____

Printed Name: _____

Creating spaces for celebrations, connections & unforgettable moments.