

Joliet Area Historical Museum Photography & Filmmaking Policies

Adopted by the Board of Directors, July 24, 2023

1. Non-Commercial / Personal Photography

Visitors wishing to photograph properties managed by the Joliet Area Historical Museum (JAHM) can do so during regular public hours. However, we ask that you honor the following policies:

- Do not block any pathways or exhibits or leave items in these areas.
- Refrain from loud conversations, and avoid gathering along the main audio tour route.
- Avoid photographing JAHM staff and guests without their permission.
- Do not touch or move any objects or artifacts.
- Models (professional or amateur), costumes and props are not permitted during public hours.
- There can be no nudity, semi-nudity, or sexually explicit images filmed at Old Joliet Prison.
- No portrait photography is permitted during public hours. JAHM defines portraiture as any posed photography of an individual or group taken by a professional, amateur, or student photographer. This includes but is not limited to wedding photography, engagement photography, class photos, headshots, band photos and family portraits.
- No videography is allowed during public hours.
- No live-streaming or podcasting is allowed during public hours. (*Live Streaming requires a permit from the city of Joliet.*)
- Drone photography, or use of drones for any purpose, is not permitted during public hours. (*Use of drones requires a permit from the city of Joliet.*)

JAHM does not allow third parties to conduct fee-based photography workshops or classes on site during public hours. Any persons conducting unauthorized events or filming without a permit will be asked to leave the site without a refund.

2. Private Photo or Film Shoots

We also accept bookings for private photo or film shoots at JAHM facilities.

Availability & Rates

March - August | Every day before noon; Mondays, Tuesdays, and Wednesdays after 5:30 pm

September - October | Every day before 10:00 am

All private film and photo site rentals must take place outside of our public tour hours. Our historic tours are our priority. There is an additional surcharge for before or after hour shoots that do not correspond with the start and end times of public hours. All time includes set up, breakdown and shooting. The total number of people includes all attendees present such as photographers, assistants, actors/models, etc.

A deposit of 50% of the rental fee is required at the time of booking. The final balance is due one week before the site rental.

Photography & Filmmaking Rental Guidelines

Private site rentals are available for filmmakers or photographers (professional, amateur, or student), ad agencies, or other commercial entities that would like exclusive access to the historic site.

Rentals are also available for private, pre-existing art and photography clubs, groups and classes. Tickets cannot be sold to the general public or advertised online. Unauthorized classes or workshops that are not affiliated with JAHM are prohibited. If it is determined tickets are being sold for an existing site rental, it will be immediately canceled without a refund.

Live streaming and podcasting guidelines follow the same parameters as private film and photo site rentals. A permit from the city of Joliet is required.

Old Joliet Prison

Respect for the people who lived and worked at facilities managed by JAHM, particularly the Old Joliet Prison, must be exercised at all times; therefore, the use of costuming that includes prison uniforms or props such as handcuffs, straitjackets, etc. is prohibited. In addition, projects may not explicitly or implicitly reference any prison-themed puns or jokes (e.g. mentions of life sentences, “ball and chain,” or being “locked up,” and so on). Private rentals are available solely for projects that use the building as a ruinous backdrop. Any rental in conflict with the mission of the Joliet Area Historical Museum is prohibited. Projects that use or depict the building as a prison or horror/gore setting, as a backdrop for a music video, that feature paranormal investigation, or that include or depict violence, weapons, nudity, semi-nudity, or sexually explicit content are not permitted.

Photographers and filmmakers who wish to depict the site as a prison will be considered on a case by case basis if the content of the project supports the mission of JAHM. Such determinations will be made in consultation with the Board of Directors.

There can be no nudity, semi-nudity, or sexually provocative or sexually explicit images or any content in conflict with the mission of JAHM filmed/photographed on JAHM managed property.

Models and Actors

Models may only be photographed during private site rentals. They are included in the number of attendees in the pricing.

Restrictions

During your shoot your group will be the only site rental in the building; however, staff members and contractors may be working in the building. Our staff will supervise your private site rental and will help you navigate the building. You must stay with a staff member at all times.

Some areas may be periodically closed for maintenance, construction, repairs or other reasons. There are no refunds or credits if areas are closed the day of your shoot. Closures are for safety reasons and beyond control of management.

Shot List

JAHM does not provide programming for film and photography site rentals. The client is responsible for creating a shot list. Your rental includes two complimentary daytime admissions to JAHM facilities for a self-guided site walk. A final list of locations, props, and costumes must be submitted one week prior to your site rental. JAHM reserves the right to cancel your rental if the shot list is not in line with the mission of the organization.

Payment Policy

Pricing will be determined by the scale of each proposed rental. A deposit of 50% of the total rental fee is required at the time of booking. The final balance is due one week before your site rental.

Refund & Rescheduling Policy

A 100% refund will be issued for any shoot cancelled more than three weeks in advance. There are no refunds for cancellations after these time periods.

Shoots rescheduled without proper notice will incur a 25% rescheduling fee of the total fee. Dates and times available for rescheduled shoots are subject to availability and management approval.

If you arrive late for your shoot, any time that has passed from your original start time will be forfeited. You may shoot for the remainder of the time you have booked but no discount or refund will be issued. If you fail to appear for your scheduled shoot, no refund will be issued. There are no refunds or rescheduling available due to weather.

Request A Shoot

To request a shoot, please send a synopsis of the film, storyboard of shots you will need, dates and times requested and submit via email to k.klobucher@jolietmuseum.org.

City of Joliet Film Permits

All filmmaking contracts with JAHM require a film permit from the City of Joliet. If the City of Joliet determines a film permit is not applicable, a written waiver must be obtained. Permits are typically required to be processed at least 30 days prior to shooting. Please examine the [City of Joliet Film Application](#) or contact the City of Joliet Cultural Affairs Office.