

OXFORD EXCHANGE

PHOTOSHOOT GUIDELINES

PHOTOSHOOTS MAY ONLY TAKE PLACE:

At or after 5:45 PM

Monday - Thursday (*subject to availability*)

In public areas of the building only, with staff supervision

THE FOLLOWING IS NOT PERMITTED:

Commercial, Marketing, Branding, or Business use photos

Moving or standing on furniture

Confetti, rose petals, wax-drip candles, sparklers and other similar items

Use of any Oxford Exchange merchandise or decor

Video -- unless approved by management in advance

If the photos taken in Oxford Exchange are to be published and/or used in any marketing or social media, Oxford Exchange is to be notified of when and where such photos will be exposed to the public

UPON BOOKING THE VENUE,
THE CLIENT WILL RECEIVE A WRITTEN AGREEMENT STATING:

Approved space and time frame, decided upon in advance

Space rental rate of **\$250/hour**

Payment of rental fee prior to photoshoot

For any questions or concerns, please contact Sarah Fairbairn at
sarah@oxfordexchange.com
813.253.0222 ext. 107