

PHOTOGRAPHY GUIDELINES

- ✓ A photography permit signed by a representative of the Atlanta History Center is required for all photography. A permit is for one client only. Multiple clients cannot attend under one photography permit.
- ✓ An AHC staff person will be present at the photoshoot. All persons involved and attending the photo shoot (including you, bride, groom, photographer, vendor, client, etc.) hereafter will be referred to as "crew". The AHC reserves the right to terminate the session at any time should the crew not abide by guidelines or verbal restrictions from AHC staff.
- ✓ Time begins when the first crew person enters the property and ends when the last crew person exits the property. Crew arriving late for any reason does not constitute additional time. Both photography and cleanup must end at your contracted end time. **You will be billed \$500 per hour or portion thereof for time on property prior to or past your contracted time.**
- ✓ Personnel and equipment must stay on paths but may not block public traffic flow or interfere with the AHC's normal operation.
- ✓ AHC equipment is not available for use, including extension cords.
- ✓ Unless you have explicitly booked an afterhours session, the History Center is open to the public with guests, field trips, etc. present. AHC staff and visitors will not be expected to maintain quiet.
- ✓ History Center staff members are not responsible for planning, setting up, or coordinating any portion of your photo shoot including proposals.
- ✓ All candle flames, including tapers, must be contained and be below the top of a glass container.
- ✓ We do not provide facilities for hair and makeup. The McElreath Hall family restroom can be used for changing.
- ✓ Any props or costumes must be approved by AHC prior to the photo shoot, including but not limited to period clothing, furniture, vehicle, bicycle, bench, etc. Dogs and pets are not allowed.
- ✓ All floral pieces, including petals, stems, and leaves must be picked up. All decor trash, boxes, etc. must be taken by the decorator. Live boxwoods are not allowed due to risk of boxwood blight.
- ✓ **We do not allow photography inside the Swan House**, nor anywhere on the Smith Farm.
- ✓ A photography permit is for still photos only. Filming of any kind must be approved by the AHC, including filming of a photo shoot. Drone use must be approved in advance. Drones may not be flown over the Swan House. If a drone lands on the house, consider it gone, as you will not be allowed to retrieve it.
- ✓ Due to Mother Nature, we cannot guarantee the condition of the grass and plants.
- ✓ After severe weather, there may be leaves, branches, and downed trees on site. Debris will be cleared as soon as possible but we cannot guarantee the area you planned photos in will be as expected.
- ✓ For your safety, do not stand close to any water fountain. Standing on the fountain in Olguita's Garden is not permitted. Use caution when doing photography on steps.
- ✓ The AHC does not provide transportation or golf cart service. You, your guests, and crew must be comfortable moving about the property on your own.
- ✓ Photo shoot permits are not for ceremonies of any kind. We have a separate elopement package available for small ceremonies including vow renewals.
- ✓ **Champagne and alcohol are not permitted at photo shoots.**

- ✓ Photo shoots are specifically for the Swan Garden. If there are other gardens you want to use, including Olguita's Garden, please notify us so we can be sure they are available. If a garden is not reserved in advance for photography, we cannot guarantee it will be available. Some gardens may be closed during your photo shoot for upkeep and garden staff cannot be asked to move.
- ✓ Thursday mornings until about 11:00 am there is lawn care and grass cutting around the Swan Garden. The grass on the column side of the Swan House may be watered between 8:00 am and 10:00 am Tuesday, Wednesday, or Saturday. In the fall, leaves are blown every morning until about 10:00 am. Photography is still permitted at these times as long as you are flexible with your photography location.
- ✓ Photography of any kind is not allowed on the Swan House fountain side wedding ceremony lawn. Access to that space is exclusively for booked AHC weddings only. Photography is allowed on the Swan House fountain side steps, on the grass at the top of the steps, and the grass below the ceremony lawn, including by the two clover leaf fountains near the Swan gate.
- ✓ The Swan House Column side lawn is closed July & August. Photography is still allowed on that side, just not on the grass.
- ✓ The antique Hudson and Model T may or may not be present for your photo shoot. They are covered and will not be uncovered when we close at 4:00, all day Monday, and if there is any chance of rain. They cannot be gotten into, leaned on, or touched.
- ✓ The History Center is not responsible for any items left, any lost or stolen equipment, or any other property belonging to the vendors or client. We cannot guarantee that items left following the contracted load out time will not be accidentally taken, removed by the constant flow of vendors and contractors, or discarded.
- ✓ If there is lightning or a tornado warning all guests and staff must move into the museum.
- ✓ The History Center reserves the right to close a lawn at any time for emergency lawn maintenance. The Client will be notified and given the opportunity to cancel with a full refund or reschedule.
- ✓ Understand that the History Center staff work as a team, and if you intentionally or unintentionally talk down to someone, disrespect someone, or don't follow the guidance of any History Center staff, that is grounds for a warning or to not be welcome back. The Atlanta History Center staff includes the salesperson, event managers, security, gardens staff, admissions, and historic house staff. History Center staff leave reviews of the photographer and vendors after a photo shoot. Our staff have the right to work in a comfortable work environment. A poor review from more than one staff member will result in you not to be welcome back.
- ✓ **Fees are nonrefundable. If weather threatens your photo shoot, you may reschedule so long as you notify the Private Events Department three days in advance of your photo shoot. Once within three days, a \$60 reschedule fee will apply for any reason including weather. Reschedules must be within sixty days of original date, rental fee is forfeited after that.**

PHOTOGRAPHY PERMIT

[Client.Organization]
 [Bill.Address]
 [Bill.City], [Bill.St/Prov] [Bill.Postal]
 Phone: [Telephone]

Event Date: [Event.Date.Long]
Event: [Party.Name]
Guest Estimate : [Planned]
Booking Contact: [Book.Contact]
Date Due: [Event.UDF.9]

This photography permit will serve as a contract between the Atlanta History Center and [Client.Organization]. I will return this signed permit with payment by the due date, and understand if I do not, then the photo shoot will not be scheduled and permit not issued. Any outstanding balance must be paid one week prior to the photo shoot date or the photo shoot will be canceled.

I agree that no photographs produced by the undersigned will be loaned to, borrowed by, sold to, or given to any individual, organization, or institution, or used for any other purpose than what is stated in this agreement without the written permission of the AHC. I indemnify the AHC and its trustees, executive director, and staff and save it harmless to suit, action, damages, liability, and expense in connection with personal injury, property damage, or theft. Any damage done to the AHC by the photographer/client must be paid for by the photographer/client. I agree to the guidelines and will ensure all guests and vendors present are aware of them and follow them.

This signed permit AND guidelines must be present and available upon request by security during the photo shoot.

Primary Venue	Date	Event	Start	End
[Room]	[Sub.Date]	[Description]	[Time.Start]	[Time.End]

Name	Description	Qty	Price	Total
[FS.Name]	[FS.Description]	[FS.Qty]	[FS.Price]	[FS.Total]

Total:	[Total]
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I, [Client.Organization], am the Photographer [] or Person Being Photographed [] and agree to the contract and photography guidelines. I will also share the guidelines with all parties involved with the photo shoot (family, vendors, etc.) and know I am responsible for ensuring they follow them.

 [Event.UDF.8]

 [Salesrep], AHC Private Event Sales

Date: _____

Date: _____

Below is the contact information for the Photographer [] or Person Being Photographed []. Please copy them on your email reply.

Name: _____ Phone: _____ Email: _____

CREDIT CARD AUTHORIZATION PHOTOGRAPHY**Event:** [Party.Name]**Event Date:** [Event.Date.Long]**Event Number:** [Event.#]

I, (Name on Card) _____, of [Bill.Client], [Bill.Address], [Bill.City], [Bill.St/Prov], [Bill.Postal], hereby authorize The Atlanta Historical Society to charge my credit card. I understand all charges will include a 3% processing fee.

We accept Visa, MasterCard, Discover, and American Express.

Card Number: _____

For your security, please call us with your credit card number if you email this form.

Expiration Date: ____/____ VID/Security Code: _____

Credit card billing address if different than listed above:

Street: _____

City: _____ State: _____

Zip Code: _____ Telephone _____

Cardholder Signature_____
Date