

PHOTOGRAPHY GUIDELINES

- ✓ A photography permit signed by an Atlanta History Center representative is required for all photography and proposals. Each permit covers one client only; multiple clients cannot share a single permit.
- ✓ An Atlanta History Center (AHC) staff member will be present during the photo shoot. All participants (including the client, photographer, couple, vendors, etc.) will be referred to as the "crew." AHC reserves the right to end the session at any time if the crew fails to follow guidelines or staff instructions.
- ✓ Time begins when the first crew member arrives and ends when the last crew member leaves. Late arrivals do not extend the scheduled time. Photography must stop at least 10 minutes before the permit end time to allow for packing up and exiting. **Additional time on property before or after the contracted period will automatically be billed at \$150 per 15 minutes or portion thereof. By signing this contract, you authorize AHC to charge your credit card on file for any additional time, whether caused intentionally or unintentionally by the client or vendors.**
- ✓ 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 after hours session, the History Center is open to the public with guests, field trips (possibly loud children), 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 hair and makeup facilities. The family restroom in McElreath Hall is available for changing.
- ✓ All props and costumes, including but not limited to, period clothing, furniture, vehicles, decor, and flowers, must be approved in writing by AHC prior to the photo shoot. Items not pre-approved will not be permitted on site. 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.
- ✓ Following severe weather, leaves, branches, or fallen trees may be present. We will clear debris as soon as possible, but we cannot guarantee your planned photo locations will appear 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, this includes spoken vows. 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 reserved specifically for the Swan Garden. If you wish to use other gardens, including Olguita's Garden, please notify us in advance to check availability. Gardens not reserved ahead of time cannot be guaranteed, and some areas may be closed for maintenance. Garden staff cannot be asked to relocate.
- ✓ 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 gate will remain closed for personal photo shoots. All equipment must be carried to the gardens.
- ✓ The Swan House Column side lawn is closed July & August and sporadically through the year for maintenance. 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 AHC 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 any lawn for emergency maintenance. Clients will be notified and may cancel for a full refund or reschedule.
- ✓ Please treat all AHC staff, including sales, event managers, security, gardens, admissions, and historic house teams, with respect and follow their guidance. Disrespect or noncompliance may result in a warning or loss of future access. Staff provide feedback after each photo shoot, and multiple poor reviews will result in you not being welcomed 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, permit fee is forfeited after that.**

Swan House Gardens Fountain Side

The steps and all areas at the top of the steps are open for photography

Blocked off.
No access to lawn
from the bottom
of steps.

No Photography
Stay Off The Grass

-  These areas are open for photography
-  This area is off limits for photography

Lower Fountain
Side Lawn

Photography is
allowed here.
Access via
walking up
the lawn

Photography is allowed
from this point down
to the Swan Gate.

