

PHOTOGRAPHY GUIDELINES

- v 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.
- v 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.
- v 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.**
- v Personnel and equipment must stay on paths but may not block public traffic flow or interfere with the AHC's normal operation.
- v AHC equipment is not available for use, including extension cords.
- v 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.
- v Your event manager is not responsible for planning, setting up, or coordinating any portion of your photo shoot or proposal.
- v All candle flames, including tapers, must be contained and be below the top of a glass container.
- v We do not provide hair and makeup facilities. The family restroom in McElreath Hall is available for changing.
- v All props and costumes, including but not limited to, period clothing, furniture, 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, pets, balloons, and vehicles are not allowed.
- v 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.
- v **Photography is not permitted inside the Swan House** or anywhere on Smith Farm. Interior Swan House photos are **only allowed when booked in advance as a contracted add-on**; same-day additions are not available.
- v A photography permit is for still photos only. All filming, including filming a photo shoot, and 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.
- v Due to Mother Nature, we cannot guarantee the condition of the grass and plants.
- v 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.
- v 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.
- v 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.

- v 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.
- v Alcohol, including champagne, is not permitted at photo shoots.
- v 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.
- v Photography is still permitted during maintenance, just remain flexible with location.
 - Lawn care occurs Thursday mornings until 11:00 AM
 - Grass may be watered 8:00–10:00 AM on Tuesday, Wednesday, or Saturday
 - In fall, leaves are blown daily until 10:00 AM
- v Photography is not allowed on the Swan House fountain-side wedding ceremony lawn, which is reserved exclusively for booked AHC weddings. You may take photos on the fountain-side steps, the grass at the top of the steps, and the lawn below the ceremony space, including near the two cloverleaf fountains by the Swan gate. All grass on the fountain side is off limits from mid-September to mid-October due to reseeded.
- v The Swan gate is closed for personal photo shoots. All equipment must be carried to the gardens.
- v The Swan House column side lawn is closed in July and August, and periodically throughout the year, for maintenance. Photography is still allowed in that area, just not on the grass.
- v 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.
- v 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.
- v If there is lightning or a tornado warning all guests and staff must move into the museum.
- v 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.
- v 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.
- v **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.