



OFFICE OF SPECIAL EVENTS
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www.austintexas.gov/parks/specialevents.htm

FILMING AND COMMERCIAL PHOTOGRAPHY IN CITY OF AUSTIN PARKS

Requirements and General Information

- **Reservations** are on a first-come first-served basis based upon availability
- **Fees:** By City Ordinance, there are no rental fees required for reservations for filming. Film producers are billed for actual costs directly associated with required make-ready activities and specific request(s) or needs.
 - Examples: electrical hook-ups, preparatory activities by promoter request, specific security or site needs, after-hours requests, etc.
- **Insurance Requirement Overview.** Read the insurance requirement documentation online, and provide to your insurance company so they may bind an appropriate policy.
 - Commercial General Liability Insurance with a minimum limit of \$500,000 CSL per occurrence for coverages A & B. The policy shall be endorsed to add the City of Austin as an additional insured and Thirty (30) day notice of cancellation in favor of the City of Austin. Waiver of right of recovery against others.
 - **Additional insurance requirements may be requested** dependent upon the nature of the filming activity after receipt of the filming request form.
- **Notification** of affected property owners may be required dependent upon activities.
- **Tents** are subject to Fire Code regulation, and staking of tents is prohibited. (additional info online)
- **Photography:** Please stay out of flowerbeds and planting areas and do not remove any plant identification signs. Do not block any hiking, biking or walking trails. Always allow enough room for park visitors to go around. Most areas do not have readily places for the changing of clothes for photo sessions. Plan accordingly. Everyone is encouraged to wear walking shoes and carry alternate/dress shoes between shots to prevent tripping or ruining good shoes.
- **Park Rules:** Coordinator and company will review and uphold adopted park rules as established under the authority granted by City Code Chapter 8. Park Rules are posted for public review at www.cityofaustin.org.

Application Process

1. Complete and submit a fully detailed "Filming Request and Agreement/Indemnification Form" (available online).
NOTE: - A Site Plan May be Required Dependent Upon the Scope of Activities
2. The Office of Special Events will coordinate with the appropriate site manager to review the details of your activities, recommend modifications or approval, and issue approvals.
3. Submit Proof of Insurance (due AFTER proposal approval)

Note: A number of park properties and facilities border athletic fields and the like. Please make sure to fully assess the requested site, additional coordination will be required if your filming will affect public use of adjacent fields, properties, etc. Providing ample details will help expedite your request for approval.