



**OFFICE OF SPECIAL EVENTS**

200 South Lamar, Austin, Texas 78704

(512)974-6797 (512) 974-6756 Fax

reservations@austintexas.gov

<http://www.austintexas.gov/department/parks-special-events>

**PHOTOGRAPHY SESSION AGREEMENT for use of the  
PROPERTY OF THE CITY OF AUSTIN PARKS & RECREATION DEPARTMENT**

[posed, portrait, formal, or commercial (compensated, barter, or for commercial use or marketing purposes)]

**COORDINATOR AND COMPANY INFORMATION**

Organizer/ Requestor Name:				
Photographer / Company Name:				
Billing Address:		City/ State:		Zip:
Mobile #:		Emergency #:		
Email address:				

**RULES to PRESERVE & PROTECT NATURAL & BUILT ENVIRONMENT**

- Stay out of the flowerbeds and do not remove any plant identification signs/markings.
  - Even though the flowerbeds look empty, perennial plant shoots are growing just below the surface of the soil. Stepping on these shoots will kill the plants.
  - Stepping between the plants compacts the soil, turning it into a cement-like substance that repels water and kills roots. This creates a bald spot for the rest of the growing season.
- Do not remove any plant identification signs/markings.
- Use only paved or gravel surfaces and the turf areas.
- Do not block any garden trails. Garden trails provide for pedestrian passage. Allow trail passage for park visitors and staff at all times.
- Do not position or pose your subjects in trees, on rocks or other natural or built structures.
- Everything is to be enjoyed, used as a background and left untouched
- Respect the fragility of the historic house, ponds, trees, gardens, peacocks, birds and fish. Stay off stone walls.

**PERMISSIBLE ITEMS:**

- Camera, lenses, flashes, and a tripod.
- Hand held light reflectors/discs.
- 1 folding chair may be brought into the park, and must have INTACT rubber bottom feet.
- Personal size step stool (up to 3 rungs/stairs).

**RESTRICTED ITEMS:**

- Furniture and props, club chairs.
- Armature, pipe, drape or similar structures.
- Farm animals, pets off leash.
- Generators.
- Ladders over 4' high.
- Pets.



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**SIGNATURE AND AGREEMENT**

I certify that the information contained in this agreement is true and correct to the best of my knowledge. I agree to comply with the natural environment rules.

Applicant also agrees to pay City for all costs of repairing any and all damage to City property, including but not limited to any structures or plant life, caused by Applicant’s activities or by any act of Applicant, or Applicant’s employees, agents or invitees, including the patrons of the attraction or function for which Applicant plans to use the property. It is expressly agreed that the Parks and Recreation Department (PARC) Director shall determine whether any such damage has occurred, the extent and amount of damage and the cost of repairing the damages.

Applicant agrees to comply with, and to require its employees, agents, invitees, guests, customers and volunteers to comply with all federal, state and local laws and regulations, and with all applicable City policies, rules and procedures. Complete Reservation Information, and Policies and Procedures, which are available online at [www.austintexas.gov](http://www.austintexas.gov). (click on “government”, “departments”, then “parks”)

Applicant will not bring or permit anyone to bring or keep anything onto the Property that will or may adversely affect the Property. Organizer will not bring any personal property onto the Property or place or put up any decorations that may damage Property without the consent of the Parks and Recreation Department Director. PARKS reserves the right at any time to require Organizer to remove from the Property any participant, animals, furniture, fixtures, wiring, exhibits, or other thing in its sole discretion.

**Indemnification:** Applicant and company agree to indemnify, save, and hold harmless the City, its officers, employees, agents, licensees, and invitees (collectively called "Indemnitees") against any and all liability, damages, losses, claims, demands, and actions of any nature, due to personal injury (including, without limitation, Workers' Compensation and death claims), or property loss or damage of any kind which arises or is claimed to arise out of or is in any manner connected with the use of the City property or with the presence on the City property of Applicant, its employees, agents, invitees, or volunteers. The undersigned warrants that he/she has the authority to bind the organization to this indemnification provision.

I have read the Agreement and Guidelines and agree to comply with them.

Applicant Signature	Date
	By <b>BOTH checking</b> this box and <u>typing</u> my name in the above “applicant signature” line, I attest that this constitutes and represents my signature “electronically”.