



## 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>

**NOTICE:** After **May 1, 2012**, **commercial or professional photographers are required** to book a photography session at Mayfield Cottage Gardens.

### Policy

**Commercial or professional photographers** are required to book a photography session at Mayfield Cottage and Gardens (**\$50/session**).

- **Photography Session Required**
- Professional photography is defined as:
  - (1) receiving compensation for taking pictures (money or barter), or
  - (2) taking images for promotional purposes (such as advertising and marketing with a commercial intent)
- Portrait, posed, and formal people photographers.
- All photographers with accessories or approved props/equipment (such as tripods, lights, reflector shields) that are taking pictures of people are asked to sign the guidelines and obtain a session pass
  
- **Photography Session NOT Required:**
- Amateur photographers, of which none of the above items applying.

Photography of any sort **may not occur during confirmed rental events** (weddings, memorials, etc) on site. The areas inside the stone walls, with a confirmed event, are not available for photography.

### Session Availability

- 3 non-overlapping sessions are bookable per day Monday through Thursday, excluding holidays.
  - Monday through Thursday is the best period to schedule a session, with the highest availability, and the lowest public traffic.
  - Weekend Period (Friday/Saturday/Sunday) is restricted for event bookings (weddings, memorials, private event rentals). The gardens may be rented on Friday/Saturday/Sunday using the existing garden rental rates.
- Sessions are limited to **2 hours per paid session pass**, and for use of the booking photographer. Credentials from paid session users must be on display the entire time present in the garden.
- The grounds inside the stone walls **are not closed** during this time to casual park visitors, volunteers, or city staff.



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### Confirming a Session

- **Sign an Agreement and Pay the Session Fee** There is \$50 per session fee, and it must be paid no less than 14 days from the time of booking, Monday through Friday, 8:30 am – 4:30 pm. Payments 14 days or less in advance of the session date may be made by cash or secured funds only.
- A session agreement must be signed at the time of event booking.

### Natural Environment Rules

- Stay out of the flowerbeds and do not remove any plant identification signs/markings. This INCLUDES equipment, tripods and similar items. This INCLUDES equipment, tripods and similar items. 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.
- Use only paved or gravel surfaces and the turf areas.
- Do not block any garden trails. Always allow enough room for park visitors to pass at all times.
- Do not pose your subjects in trees, on the garden walls, on rocks or other structures.
- Everything is to be enjoyed, used as a background and left untouched
- Respect the fragility and historic significance of the cottage and surroundings, STAY OFF stone walls, ponds, trees and gardens. DO NOT DISTURB the peacocks, birds and fish, this is their home.



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### Logistical Information

- Equipment and Permissible /Restricted Items:
- **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, couches, etc....
  - Armature, pipe, drape or similar structures.
  - Farm animals and pets are NOT allowed.
  - Generators.
  - Ladders or any step ladders over 3 rungs/stairs.
- All parking is first come first served, and MAY NOT be reserved on site.
  - **WARNING:** Fridays through Sundays, parking is typically severely limited due to high public use (if not reserved for an event).
- There is **NO** place for the changing of clothes.
- Appropriate walking shoes should be worn between shots, with photo/shot specific footwear worn only as needed. Sandals, “slides” and flip flops are not encouraged.
- All activities must be coordinated during the site’s regular hours of operation and scheduled/reserved events and allow enough time for the photo session.