



OFFICE OF SPECIAL EVENTS
200 South Lamar, Austin, Texas 78704
(512)974-6797 phone
reservations@austintexas.gov
<http://austintexas.gov/parkevents>

Commercial or Professional Photography Session Permit

Session Fee (\$50/2 hour session) and Locations:

- Mayfield Cottage and Gardens

Photography Session Required if ANY of the following apply:

- Professional photography is defined as:
 - receiving compensation for taking pictures (money or barter), or
 - 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 must sign the guidelines and obtain a session pass.

Photography Session NOT Required: Amateur photographers, of which none of the above items applying, or non-commercial nature only photography.

Photography of any sort **may not occur during confirmed rental events** (weddings, memorials, etc) on site.

Session Availability

- ✓ Sessions are limited to **2 hours per paid session pass**, and for use of the booking photographer, and no more than 2 per day. Credentials from paid session users must be on display the entire time present in the garden.
- ✓ Sessions can be booked NO MORE THAN 30 days in advance, and NO LESS THAN 4:30 pm 4 calendar days prior.

Booking and Confirming a Session

1. Navigate to: www.austintexas.gov/parksonline
2. Search either by Location Name, OR by feature, scroll to (photo – permits).
3. Select a date, select a 2-hour time block.
4. Add to cart.
5. Sign and accept the online agreement.
6. Check out and pay fee(s).
7. Print or have your permit with you on a smart device.



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Mayfield Cottage and Gardens

Natural Environment Rules

- The grounds inside the stone walls **are not closed** during this time to casual park visitors, volunteers, or city staff.
- **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.

Logistical Information - Equipment and Permissible /Restricted Items

- **Permissible items:**
 - Camera, lenses, flashes, and a tripod. Handheld 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.
- **Parking:** 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.