

253.4 SUBJECT: PHOTOGRAPHY

:1 OBJECTIVE:

To provide policies and procedures to govern commercial and non commercial photography, commercial filming, and videography in Harry P. Leu Gardens.

:2 AUTHORITY:

This procedure adopted by City Council February 10, 1997, Item 7 BB.

:3 DIRECTION:

Board of Trustees, through Executive Director

:4 FUNCTIONS:

A. ..Rationale: Since the mission of the Harry P. Leu Gardens is to create and maintain an exemplary botanical garden of historical importance, protecting the collection and maintaining public access are vital.

B. ..General Guidelines

1. ..Harry P. Leu Gardens is open to the public 9 am to 5 p.m. every day except Christmas Day. Use of the garden outside of normal working hours may be arranged in advance and must be approved by the Special Events Coordinator and the Executive Director of Harry P. Leu Gardens.
2. ..Walkways and roads must be accessible to guests and emergency vehicles at all times and may not be blocked for any reason.
3. ..No photography is allowed in Leu House Museum. Photographs may be taken on the front porch when the house is closed or when otherwise prearranged with the Museum's Curator and the Executive Director.
4. ..Failure to comply with these rules will result in the loss of utilization privileges.

C. ..Commercial Filming, Still Photography and Video

1. ..Production of a feature film, television special, television commercial, television pilot, television series, industrial film or videotape that impacts city property requires a permit from the Metro Orlando Film and Television Office.
2. ..A copy of the permit application must be submitted to the Special Events Coordinator for approval a minimum of five days prior to the scheduled commencement of the production.

3. ...All still photography, filming, and video production within the Gardens Garden House must be approved in advance by the appropriate staff person and the Executive Director.
4. ...All projects must be reviewed for uses consistent with mission of Harry P. Leu Gardens and the City of Orlando. Any project not consistent with the mission of Harry P. Leu Gardens must be approved by the Harry P. Leu Gardens Board of Trustees in advance.
5. ...Photography fees for Garden House (\$25.00/hour) cover public access areas only. The use of Garden House rooms requires the additional payment of applicable room rental fees. Separate fees will not be charged for photography that is part of a scheduled private event.
6. ...Location fees must be paid prior to day of production. All additional expenses and fees must be paid by the completion of production on Harry P. Leu Garden property.
7. ...Harry P. Leu Gardens staff must be present during setup, takedown, and production. Garden staff or equipment may not be used in any way in the project.
8. ...Fee for a project involving a total of ten or fewer people is \$100 per hour. The fee for projects involving a total of 11 or more people is \$200 per hour. For projects occurring outside normal operating hours, the fees will be \$200 for a group of ten or less and \$300 for groups of eleven or more.
9. ...Fees may be waived for media projects scheduled by the Special Events Coordinator with the approval of the Executive Director.
10. ...For commercial groups of ten or more, separate sanitary facilities may be required at the renters expense.

:5..FORMS:

None.

:6..COMMITTEE RESPONSIBILITIES:

Not applicable.

:7..REFERENCE:

This procedure adopted by City Council on February 10, 1997, item 7 BB.

:8..EFFECTIVE DATE:

This procedure effective February 10, 1997.