



Application for Onsite Photography

Thank you for your interest in using Villa Finale’s grounds for photographing your special occasion. Villa Finale is pleased to offer a beautiful and unique setting for memorable professional photographs. Fees from photo sessions help improve and maintain the historic grounds for the enjoyment of our visitors. Please be sure to carefully read the following terms and conditions of use before filling out your contact information and signing the agreement.

PHOTOGRAPHY FEES

All photography sessions must fall between the hours of 10:00 AM – 4:00 PM, Tuesday – Saturday, unless prior arrangements have been made. If the photography session falls outside of regular business hours, there will be a 50% upcharge of the site use fees. A 50% non-refundable deposit of the total use fee is required upon approval of application. Site fees are in one hour increments only and may not be prorated.

Any balance of total fees is due upon arrival to Villa Finale, prior to the beginning of any photography session. If the photography session lasts longer than the contracted timeframe, User will be charged a non-prorated hourly fee for such use.

General Public	Villa Finale / National Trust and King William Association Members
- \$100 per hour Tuesday – Saturday - \$150/hr outside regular business hours	- \$85 per hour Tuesday – Saturday - \$125/hr outside regular business hours

AREAS FOR PHOTOGRAPHY*

Villa Finale allows photography sessions in each of the following areas within the gated site:

Front Yard: This area includes the entire area from the front of the house (below the porch steps) to the fence along King William Street, and between the side yard fences. The front yard provides the ideal place to capture Villa Finale’s recognizable limestone walls and front arched façade in your photographs’ background.

Formal Garden: Located on the south side of the property, the Formal Garden extends from the front facade to the back of the main house and is separated into two levels: upper and lower. Featured in every magazine article written about the property, this area is largely shaded and includes a gazebo, boxwood hedges, brick paths, intimate seating areas, and a wall decorated with stone friezes by artist Pompeo Coppini who also created the cenotaph of fallen heroes in front of the Alamo.

Side Yard: This area is on the north side of the property and extends the length of the house and is largely shaded. It also includes the paved seating area below the side porch, a brick path, ivy-covered fence, boxwood hedges, palm trees, and a large garden statue.

Rear Yard and Terrace: This area is where many of Villa Finale’s outdoor events take place. The paved rear terrace has several pieces of patio furniture and terra cotta pots. The rear yard consists of a large open lawn area with large trees which overlooks the San Antonio River at the rear, an ideal backdrop for photographs.

* Photography is only allowed in the yard, gardens and on the terraces unless previous arrangements have been made with Villa Finale staff.

CONDITIONS FOR USING SITE AND GROUNDS

At all times, the preservation of the museum, grounds and its collections is the primary consideration. No activity will be allowed which could damage the museum, grounds or any object in the collection. It is therefore essential that photographers, crew and User comply with the following rules while utilizing our site:

1. User must check-in with staff upon their arrival to the site
2. User must take all precautions to protect the historic building, landscaping, furnishings and collections. The User shall be completely liable for and indemnify Villa Finale and the National Trust for Historic Preservation for any property damage occasioned by the User. Protective measures include, but are not limited to:
 - a. not using paint, tape, nails, staples, screws or other adhesives on any structures, garden furniture or landscaping materials
 - b. not cutting or trimming trees or plantings
 - c. not re-adjusting any lighting that is part of the site
 - d. not coming into contact with any historic structure or object in the collection at the site, other than the garden furniture
 - e. parking only in areas designated by the Villa Finale staff
3. No smoking or alcoholic beverages are allowed on the site. Any and all materials brought to the site for a photography session, including waste, will be the responsibility of the User to clean-up and/or discard.
4. User cannot move any of the furniture or statuary on the grounds without the authorization and assistance of the Villa Finale staff. User may not access the porches of the house without prior permission from the Villa Finale staff.
5. Villa Finale reserves the right to know and approve the subject matter of any and all photography sessions prior to use of the site by the photographer / User.
6. All people involved in the User's photography session will remain with the group in the previously designated areas and refrain from wandering the grounds of Villa Finale unsupervised.
7. Villa Finale will supervise any electrical cords and cable placement to prevent damage to buildings, landscaping, collections and furnishings.
8. User agrees to limit the size of their group to only those persons directly involved with their onsite photography session and to refrain from making any excessive noise (including music) that may disturb Villa Finale's neighbors.
9. Villa Finale's staff reserves the right to ask any and all persons whose conduct is deemed disruptive to the site or neighbors to leave the premises without issuing a refund.
10. User must remove all equipment and / or personal belongings at the end of the contracted hour(s).

CONDITIONS FOR PHOTOGRAPHY

1. Photographers assume responsibility for their equipment. Villa Finale and/or the National Trust for Historic Preservation will not be responsible for any loss or damage to photographic equipment.
2. User agrees not to sell, distribute, or provide for commercial use any photography containing recognizable museum property without prior written authorization from Villa Finale and the National Trust for Historic Preservation, pursuant to the approval of their agreement.
3. Upon approved agreement, Villa Finale will waive and release any and all rights (including copyright) in photographs, slides, negatives, transparencies, film, recordings, or video resulting from such photography and filming.

4. Use of the site does not constitute or imply an endorsement by Villa Finale or the National Trust for Historic Preservation of the project, presentation or product depicted.
5. Villa Finale shall receive credit in an appropriate location of any publication or production resulting from photographic sessions, as follows: Villa Finale: Museum & Gardens, a Site of the National Trust for Historic Preservation.
6. The photographer agrees not to use photographs depicting Villa Finale and its grounds in any printed or electronic materials which may be considered offensive or in bad taste.
7. Villa Finale shall receive one complimentary copy of any publication, videotape, or digital video recording meant for public distribution in which the images or recordings of the site appear. Such copies may be used by Villa Finale for virtual or print publication.
8. User shall discuss and request approval for any set dressing plans with Villa Finale staff at least ten (10) days prior to filming or photography.
9. Full refunds will be issued only in cases of inclement weather or cancellation of an event with at least ten (10) days advance notice.
10. User is advised that there is only one uni-sex restroom facility available for their use on Villa Finale's grounds (inside the Carriage House) during regular business hours. This facility must be left in good condition after use for Villa Finale's everyday visitor traffic.
11. Any special accommodations outside of standard conditions may incur additional changes.

Villa Finale Photography Primary Contact:

Karina Serna, Visitor Services and Museum Shop Coordinator
KSerna@savingplaces.org
 (210) 223-9800 ext. 34328

Secondary contact:

Averie Cass, Executive Assistant
ACass@savingplaces.org
 (210) 223-9800 ext. 34332

AGREEMENT AND RESERVATION

I have read and agree to the policies and conditions listed in this document for the following use of Villa Finale's grounds:

Description of use (photography and or video)	Type of occasion
Date of use	Start and end times

Any unauthorized deviation from this agreement as set forth in this document or any other written agreement between the User and Villa Finale as relating to this document requires cancellation of the agreement and necessitates the processing of a new agreement for approval.

Name/User (print)

Date

Address (including city and zip)

Organization (if any)

Title

User's Signature

The preceding has been reviewed and approved by Villa Finale staff:

Name

Title

Signature

Date

Total amount of fee

Deposit amount

Balance due

Fee type (General, Villa Finale / NTHP or King William Association member)