

Important Information:

- ___ There is a four-hour payment minimum for all shoots
- ___ Payment of fees and security deposits as well as evidence of general liability are due at least two business days prior to the day of your shoot. A letter of confirmation or contract will be drawn up by the Arboretum Staff to reserve your dates.
- ___ Evening or indoor shoots must have prior approval from the Director of Special Events.
- ___ No weekend photo shoots are allowed due to wedding and other private events
- ___ All equipment and clothing/model purposes must be detailed in an outline from the studio prior to confirmation of the shoot. Any equipment that is not included in the outline, or added in writing before the day of the shoot, will not be allowed during the shoot. Only the names of personnel listed on the contract, and provided by the initial studio contact, will be allowed on the property at the time of the shoot.
- ___ Advance notice of 72 hours and specific approval per location must be given if any indoor locations are desired to be used during the shoot.
- ___ We do not allow the use of a golf cart or tram during your shoot. Occasionally one might be available and will be driven by your Event Facilitator, but one will not be dedicated to your use.
- ___ All crew and equipment must be met at the gate by the Arboretum Event Facilitator assigned to your event.
- ___ Public restrooms in the garden are not available for changing
- ___ Dressing trailers are required for any changing of clothes, if the VIP Lounge or Bridal Suite is not rented.
- ___ Absolutely no outside catering is to be delivered to the garden, or set up on property unless it is planned through one of our approved caterers
- ___ Weather decisions should be made 24 hours in advance for re-scheduling
- ___ Inclement weather: No walking on grass if frost is present. Walking on grass if frozen or if frost is present will damage the grass. Shoot will be delayed until frost is no longer present.
- ___ If filming on grass or inside one of the houses on the property you must provide mats to protect flooring and grass at all times. No rolling of equipment on grass or floors is allowed at any time without a protective mat.
- ___ The Arboretum reserves the right to limit, change, or re-schedule shoot locations, if necessary, due to garden maintenance, other customer rentals, or adverse weather conditions
- ___ The Arboretum reserves the right to refuse a shoot that we consider inappropriate for our garden guests.
- ___ No items can be attached in any ways to trees, buildings, water features, etc
- ___ We do not allow balls, frisbees, bikes, scooters, roller blades, kites, balloons, or other items we feel could be potentially damaging to the grounds or guests

___ Generators are not allowed on the grounds for shooting purposes without prior approval from the Director of Rentals. Generators are allowed in the parking lot but must be supervised at all times.

___ No animals, even those that are supervised by trainers, are permitted - except as assistants to disabled individuals

___ No unattended children under 15 are allowed. They must each be supervised by a parent.

___ There is no smoking in the buildings or anywhere on Dallas Arboretum property

___ There is no wading in the fountains or water features

___ No items are permitted in any of the water features, fountains or pools at any time.

___ There is no climbing on trees, walls, sculptures, fountains, or water features

___ There is no picking of flowers, foliage, seeds, or leaves

___ There is no feeding of birds, squirrels, or other wildlife