



## Photographer Guidelines

### Guidelines

- All photography sessions are by **appointment only** and scheduling is subject to facility availability.
- All sessions must be scheduled two (2) weeks in advance.
- Rental time includes equipment set-up, changing, and photo session.
- Furniture and lamps are not to be moved.
- Do not hang dresses from Mansion chandeliers, staircases, crown molding, woodwork, or windows.
- Do not stand in chairs or on furniture.
- Do not put multiple people on beds for a photo.
- Please take care of our venues! Your client will be billed for any damages.
- Blinds are to be adjusted only by the Allandale staff.
- No sparklers, loose glitter, or confetti throws are allowed. Please refer to venue guidelines for full rules regarding facility use.

### Photography Fees

#### Facility Renters:

What & When	Fee
Use of Mansion, gardens and grounds Monday - Thursday, <u>8am - 4pm</u>	No charge
Use of House, gardens and grounds Monday - Thursday, <u>4pm - 9pm</u> (2-hour minimum)	\$50/hour two hour min.

#### Non-Facility Renters:

What & When	Fee
Use of Mansion, gardens and grounds Monday - Thursday, <u>8am - 4pm</u> (2-hour minimum)	\$75/hour two hour min.
OUTDOORS ONLY / Gardens & grounds Monday - Thursday, <u>8am - 4pm</u> (2-hour minimum)	\$50/hour two hour min.

Name of company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return the signed agreement to:* Allandale Mansion  
4444 W. Stone Drive  
Kingsport, TN 37660