

MONTALVO ARTS CENTER PHOTOGRAPHY PERMIT REQUEST
"PROM PHOTO PERMIT"

Montalvo Arts Center ("Montalvo") is a private, non-profit 501(c)(3) organization whose mission is to create and present arts of all types, nurture artists, and use its historic Villa, buildings, and grounds in innovative ways that engage people in the creative process. Income derived from Photography Permit fees go directly towards supporting this mission and the operation of Montalvo and its historic estate. Photography Permits issued by Montalvo allow the holder to take photographs for up to **three (3) hours** on Montalvo's exterior grounds which, subject to availability and as set forth below, *may* include the exterior of the Villa (the Front Veranda, Spanish Courtyard, Oval Garden and the West Lawn), the front lawn and the Love Temple area located at the base of the front lawn. Permits do not allow access to the interior of the Villa or any other facilities on-site for any reason. Photography is permitted only during posted normal public park hours and must be conducted without disruption to Montalvo's operations. Issued permits must be displayed or easily accessible during photography shoots at all times. Permits may be revoked by Montalvo at any time if the photography is deemed to not be in the best interest of Montalvo or its guests. Client to remove all trash and place in appropriate trash/recycling bins.

By signing this Photography Permit request form, you hereby to the fullest extent permitted by law to release and discharge Montalvo, the members of Montalvo's Board of Trustees, and all officers, employees and agents of Montalvo from any and all liability for any loss or damage to persons or property resulting from or related to your or your agents' photography shoot and your use of Montalvo's grounds and facilities for such purposes unless such loss or damage was caused by the sole negligence or willful misconduct of Montalvo and/or its Trustees, officers, employees and/or agents.

PHOTOGRAPHY PERMITS ARE NOT VALID UNTIL SIGNED BY MONTALVO AND ALL PERMIT FEES ARE RECEIVED

Name: _____
Address: _____
Phone Number: _____ Email: _____

Type of Photo Shoot: **PROM.**
Name of School: _____

Photographer's Name and Company Name (if applicable): _____
Email: _____ Phone Number: _____
Address: _____

Date and Time Requested: _____
Please note that **all grounds close at 5pm** (including the front gate) or earlier if a special event is on the grounds.
Area Requested: OUTSIDE GROUNDS ONLY. If tables/chairs are set for a wedding/event, please do not move them.

Number of People: _____

Permit fee: ~~\$200~~ **PROM PHOTO PERMIT: \$10.00 PER STUDENT**

Signature: _____ Date: _____

Please forward your Photography Permit Request to Montalvo's Events Department via hard copy or email at least 2 weeks prior to the photo shoot to P.O. Box 158, Saratoga, CA 95071 or **Email: permits@montalvoarts.org**
Please share with fellow students that a prom photo permit is required for any prom photos. Thank you.

FOR MONTALVO EVENT DEPARTMENT USE ONLY:

PERMIT FEE AMOUNT AND DUE DATE: _____

Signature: _____ Date: _____
(Montalvo Photo Permit Administrator)