



HIDDEN VILLA PHOTOGRAPHY PERMIT GUIDELINES

Photo Permit- Hidden Villa is a private, non-profit 501(c)(3) organization. Hidden Villa has many locations suitable for shooting professional photography. Please contact: **Hidden Villa Facility Rental** at hostel@hiddenvilla.org or call **650-949-8648** for more information, to schedule, and process payment for the permit. Income derived from Photography Permit fees goes directly towards supporting the mission and the operation of Hidden Villa and its historic Villa.

Professional Photography- Photo permits are necessary for any type of photography or filming where a photographer is profiting from taking photos or using advanced photographic equipment (i.e., lights, reflectors, props, costumes, models, etc.) Example: A couple or family who secures and pays a photographer to take their engagement pictures, family portraits, prom photographs, etc. at the ranch at a designated time shall be required to obtain a photo permit and pay permit fees.

List of fees- Hidden Villa requires each photographer to obtain a **Photography Permit** which is good for **one year and costs \$45**. In addition to this annual fee, the photographer will be required to pay a **Photo Session Fee for each photo session**. Please view the descriptions below.

Annual Photography Permit- \$45

Two Hour Photo Session Fee -- \$80.00

One Hour Photo Session Fee -- \$60.00

Additional \$40 fee per hour

Permit includes parking for 2 cars

Guidelines:

- Photography Permits issued by Hidden Villa allow the holder to take photographs on Hidden Villa's exterior grounds only and are subject to availability.
- Permits **do not** allow access to the **interior** of any Hidden Villa **facility spaces or private residences** for any reason. No photography may be taken on the grounds of or around any of the private residence homes. Animal pens and pastures cannot be entered.
- Photography is permitted only during posted normal public ranch hours and must be conducted without disruption to Hidden Villa's operations.
- Permits must be displayed or easily accessible during photography shoots at all times.
- Permits may be revoked by Hidden Villa at any time if the photography is not deemed to be in the best interest of Hidden Villa or its guests.
- All permit requests need to be made in advance of the photography.

Process:

- Complete and send in the application to Hidden Villa Facility Rentals Department, 26870 Moody Road, Los Altos Hills, CA 94022 or by emailing hostel@hiddenvilla.org.
- You may drive onto the ranch to unload your equipment if needed, but all cars must be parked in the designated public parking lots.
- You must carry your permit with you during your shoot.

HIDDEN VILLA PHOTOGRAPHY PERMIT APPLICATION

PERMITS ARE NOT VALID UNTIL SIGNED BY HIDDEN VILLA AND ALL PERMIT FEES ARE RECEIVED

To the fullest extent permitted by Law, Permit Holder agrees to defend, indemnify and hold harmless Hidden Villa, its agents, representatives, officers, directors, officials and employees from and against all claims, suits costs, damages, losses and expenses, including but not limited to attorney fees and costs, that Permit Holder may sustain during the execution of your photography shoot using Hidden Villa grounds and facilities for such purposes.

In addition, you agree to adhere to the Photography Permit Guidelines hereby made a part of this application.

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

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

Date and Time Requested: _____
Number of People: _____ Number of cars: _____

- Area(s) Requested:
- The Tin Barn
 - White Barn
 - The Olive Grove
 - Education Gardens
 - Trails

Type of Photo Shoot (e.g. engagement, prom, head shots, family portraits, student projects, event related or other professional portrait photography):

List all props, equipment aside from photographic, additional items you would like to bring:

Name Authorization: _____ Date: _____

Please forward your Photography Permit Request to Hidden Villa's Facility Rental Department via hard copy or scanned email:

Hidden Villa Facility Rentals, 26870 Moody Road, Los Altos Hills, CA 94022

Email: hostel@hiddenvilla.org

FOR HIDDEN VILLA EVENT DEPARTMENT USE ONLY-- PERMIT FEE AMOUNT AND DUE DATE:

Signature: _____ **Date:** _____