



### **BROADCASTING/VIDEO/PHOTOGRAPHY PERMITS**

Fees vary based on spaces required and simultaneous event obligations.

For internal spaces, standard facility rental day rates apply.

The use of external spaces may be restricted based on simultaneous event obligations. There is a minimum commercial permit fee of \$1000 required 7 days in advance, which includes: an eight-hour (contiguous) commercial video or photo shoot, including set-up and tear down time; non-exclusive access to the public area restrooms for changing and makeup; and complimentary garage parking for up to 10 vehicles. Should you require the use of any meeting rooms or green rooms for wardrobe, craft services, etc., standard facility rental rates apply.

A full buyout of the facility will be considered on a case-by-case basis, and will be subject to date availability.

Any public street closures requested will require the authorization of the Irving Police Department and requires a separate permit.

Any use of pyrotechnics will require the authorization of the Irving Fire Department and requires a separate permit.

Liability insurance is required for all participants who will be on-site, including crew, talent, agency, etc. Daily parking rates will apply for all vehicles beyond the first 10. Craft services and any other catering requirements may only be provided by SAVOR...by SMG, the exclusive in-house caterer for the Irving Convention Center at Las Colinas. Additional security requirements will be determined by the Irving Convention Center Security Manager.

A Use License Agreement serves as the Permit for all broadcast/video/photography uses. Please contact the Convention Center Director of Sales and Services at 972-401-7732 for booking information and availability.

### **FOR WEDDING PORTRAITS**

If you have already contracted with the Irving Convention Center for your wedding events, you are eligible for a four-hour bridal shoot, including set-up and tear down time, (on a separate date from your event) with no permit fee required, subject to date and space availability, and complimentary garage parking for up to four vehicles. This includes the non-exclusive use of the public area restrooms for changing and makeup. Any catering requirements may only be provided by SAVOR...by SMG, the exclusive in-house caterer for the Irving Convention Center at Las Colinas. Liability insurance will be required for all participants who will be on-site, including the photographer, makeup artist, etc. A separate Use License Agreement serves as the Permit for all broadcast/video/photography uses. Please contact your Event Manager for details.

If you have not contracted with the Irving Convention Center for your wedding events, a permit fee is required, and varies based on the spaces you wish to utilize and simultaneous event obligations. There is a minimum permit fee of \$250 required seven days in advance, which includes: a two-hour shoot, including set-up and tear-down time, subject to date and space availability; the non-exclusive use of the public area restrooms for changing and makeup; and complimentary garage parking for up to four vehicles. Any catering requirements may only be provided by SAVOR...by SMG, the exclusive in-house caterer for the Irving Convention Center at Las Colinas. Liability insurance will be required for all participants, who will be on-site, including the photographer, makeup artist, etc. A Use License Agreement serves as the Permit for all broadcast/video/photography uses. Please contact the Convention Center Director of Sales and Services at 972-401-7732 for booking information and availability.



## **FOR STUDENT PROJECTS/STUDENT PHOTOGRAPHERS**

The Irving Convention Center is a 24/7 business operation, whose number one priority is the needs of its event clients.

While we would like to be able to accommodate the next generation of filmmakers and photographers, our business operations require that we receive as much advance notice as possible in order to work with you. Due to the nature of our business, we routinely have clients in the building who have contracted for the right to use the facility, and we cannot disrupt their priorities.

When you want to come in here to shoot, it requires our staff being able to accommodate, and sometimes, accompany you, which means we need to have staff not focused on our clients' needs to do so.

If we are able to accommodate you from a scheduling standpoint, we will require the following no later than 72 hours in advance of your desired shoot date/time.

- Irving Convention Center Use License Agreement, which requires certain insurance provisions you must provide.
- A detailed shot list and schedule for your time here.
- Should your needs require any non-budgeted expenses on our part (additional security, personnel, etc., we will provide you an estimate which you will need to pay in advance of your shoot beginning. (You may bring it with you the day of.)
- A \$150 deposit, which will be returned to you within one week of your shoot, assuming there are no damages, nor any additional expenses incurred.
- A detailed list of any and all individuals that will be with you when you are here.
- Proof of your current student ID.