



**Request for Professional Filming/Photography at Any City of Houston Park**

Including: photos/filming for engagements, weddings, graduations, quinceañeras, advertising, catalog photos, publications, interviews, podcasts, media, student projects, etc.

**NOTE: For all reservations, you must first create an account in ActiveNet: <https://apm.activecommunities.com/houstonparks/>. We will send you a copy of your reservation when your request is approved and payment is received.**

CUSTOMER INFORMATION			
CUSTOMER NAME			
PRODUCTION COMPANY			
CLIENT			
WORK PHONE		CELL PHONE	
ADDRESS		CITY / STATE / ZIP	
EMAIL			

EVENT INFORMATION			
Filming / Photography Reservation Fee \$154.42 Per Park Per Date			
START DATE		END DATE	
TIME		-	
Includes setup and strike time			
PARK NAME			
ADDRESS			

SPECIFIC LOCATION IN PARK	
Search Google Maps for park location, select satellite view, copy a picture of the park, and circle the area you'd like to use for your session. We must be able to identify the area from the map that you provide so please include nearby landmarks in the picture if possible. List the name/names of the area below	

TOTAL NUMBER OF PEOPLE			
Include all crew, talent, & photographer/videographer			
TYPE OF RESERVATION REQUEST			
Select option that applies.	STILL PHOTOGRAPHY	VIDEO	BOTH STILL PHOTOGRAPHY AND VIDEO
TYPE OF EQUIPMENT USED			

ADDITIONAL EQUIPMENT



**HPARD**  
HOUSTON PARKS  
AND RECREATION DEPARTMENT  
A CAPRA Accredited Agency

**Houston Parks and Recreation Department**

Reservations Office - Professional Filming/Photography at COH Parks

**BRIEF DESCRIPTION OF YOUR FILMING / PHOTOGRAPHY SESSION**

Empty box for providing a brief description of the filming or photography session.

Please submit this completed form to [cantrell.daniel@houstontx.gov](mailto:cantrell.daniel@houstontx.gov).

To secure your reservation and submit a payment, please sign up for an account on our online booking platform at:

<https://apm.activecommunities.com/houstonparks>.

If, due to inclement weather, etc., your event is not held on the reservation date, contact the HPARD Reservations Office by the first business day following the event to request a refund or reschedule your reservation. You will need to submit a request for a reschedule date for review and approval.