

TOWER HILL

BOTANIC GARDEN

Professional Photography Policy

Tower Hill Botanic Garden is a living museum owned and operated by the Worcester County Horticultural Society. The Society is a private, non-profit educational and cultural organization incorporated in 1842.

In order to protect the valuable plants and other components of the garden and to insure the safety and enjoyment of all of its visitors, the Society has established the following guidelines for photographic shoots:

Making an Appointment: Tower Hill Botanic Garden is available for photographic shoots by appointment only. To make arrangements for a photo shoot, please contact the Private Events Coordinator at 508-869-6111 x140 to determine the availability of the gardens **two weeks** prior to the date you wish to secure. If the gardens are available, payment in full will confirm your reservation to conduct a photo shoot.

Availability: Appointments are available year round before 11:00am or after public hours beginning at 5:00pm, provided the facilities are not rented for a private event. Availability is determined **two weeks** prior to the requested date of photo shoot.

Fees: The fee for a professional photographic shoot is \$125 per hour for up to 10 people. Larger groups will be charged an additional rate of \$10 per person.

Cancellations: A refund, minus \$25.00 administrative fee will be returned to Renter if cancellations are made at least 24 hours in advance. Cancellations made with less than 24 hours notice are non-refundable. If a photo shoot is cancelled due to inclement weather, an alternate date can be arranged.

Locations: The grounds are the preferred site for photo opportunities, however the interior portions of the buildings are available. Prior arrangements for interior and exterior usage must be arranged with the Private Events Coordinator.

Room Rental: If change of outfit is required, a room rental fee for dressing room purposes will be applied in addition to the Photo Shoot Fee and needs to be arranged in advance with the Private Event Coordinator.

Limitations: The Society will rent the facility for photographic purposes only when the proposed usage does not pose danger to the plant collection, grounds or facilities. To protect the garden and its collections, professional photographers and their clients must adhere to the following guidelines:

- Photo sessions must not interfere with other visitors' enjoyment of the gardens.
- Do not disturb any gardens, stand on rocks, structures or displays, or climb on garden or fountain walls to capture your photo.
- Keep out of the restricted areas and planting beds.
- Horticultural staff reserves the right to limit interior and or exterior photography during peak visitation periods, as well as disallow use of tri-pods in the gardens during the wet seasons. In the conservatories, the horticultural staff may restrict use of tri-pods if blocking walkways or causing a hazardous condition to guests.
- Never manipulate any of the plantings or the interior conservatory collections to capture your photo.
- Never attach any light meters, reflectors or any photographic aids to the plants, trees, walls or structures.

Publicity: No explicit reference to the Worcester County Horticultural Society or to Tower Hill Botanic Garden may be used in promotional or other types of literature used and/or distributed by the Renter without express written permission. All photographic or media-related coverage of special events to be used for

publicity or related purposes where the Tower Hill Botanic Garden or the Worcester County Horticultural Society name is used, must be approved by the publicity staff of WCHS prior to release.

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Photographic Shoot Agreement

Name _____

Telephone Number _____ Email Address _____

Address _____ City _____ State _____ Zip Code _____

Day/Date of Shoot _____ From _____ AM/PM to _____ AM/PM

Number of Persons (including photographer) _____

Name of Photographer _____ Telephone _____

*Room Rental Requested: Yes No Details: _____

Brief Description of Activity proposed: _____

Comments or Special Requests: _____

FEES:

Rental Total # _____ hours @ \$125/hour: \$ _____

\$10.00 per additional guest over 10 people: \$ _____

*Room Rental Fee: \$ _____

Total: \$ _____

Please make checks payable to WCHS.

*Room rental for changing/dressing space is determined by availability and subject to additional fees.

I have read and agree to Tower Hill Botanic Garden's Professional Photography Policy:

(Signature of Renter)

Date

Complete and send this form along with your payment to: Private Events, WCHS, Tower Hill Botanic Garden, 11 French Drive, P.O. Box 598, Boylston, MA 01505-0598. Any questions, contact Private Events at (508) 869-6111 x140 or privateevents@towerhillbg.org.