

PHOTOGRAPHY POLICIES AND GUIDELINES

Please observe the following guidelines concerning all photo sessions at the Pittsburgh Botanic Garden. This photography agreement covers still photography, film and videotaping.

Time of Day and Year:

SPRING/SUMMER/FALL – The Pittsburgh Botanic Garden allows outdoor photo sessions on the property from April 1 to October 31. Sessions are available:

- Monday – Friday beginning 10am, last session scheduled at 3pm.
- Saturday and Sunday beginning at 10am, last session scheduled at 2pm.

All photography groups must leave the premises by 5pm, Monday-Friday, and 3pm on the weekends, unless otherwise noted in a Rental Agreement.

WINTER/EARLY SPRING – Please contact our office for availability.

Non Commercial Photography: *(open to public)*

Non Commercial Photography consists of wedding and engagement photos, senior pictures, family portraits, etc. Photographers and visual artists may not use their representations of the Garden for any public purpose unless otherwise approved.

Fee Structure:

A \$100 fee admits up to 10 individuals. Additional guests – including photographer(s) – incur a \$5 per person fee. This fee is to be paid in full before your scheduled session, and may be paid at the guest services counter or via secure payment processing by phone at (412) 444-4464. There will be a charge of \$50 for each additional hour.

Time:

A two-hour, non-exclusive time slot is reserved for each photo session. Your photo session begins at the time of payment (or arrival for prepaid groups), and a time-stamped receipt will be issued. Should your photo session exceed one hour, you will be asked to pay for the additional time before you leave the Garden. Additional time is charged per hour and cannot be prorated.

Please note: Special considerations not listed here are at the discretion of management and must be discussed prior to booking. Due to the private event rental schedule at the Pittsburgh Botanic Garden, a photo session cannot be guaranteed until six weeks prior to the requested date and time. Photo sessions are scheduled at the discretion of the management.

Viewing the Garden:

Photographers are welcome to preview the Garden prior to their scheduled time, but must pay admission at Guest Services.

General Guidelines:

- A garden staff member may or may not be present during sessions.
- For the safety of the visitor, all photography must take place on designated trails.
- The Pittsburgh Botanic Garden reserves the right to refuse permission to any photographer or visual artist.
- Leashed dogs are permitted in the Garden. No other animals are allowed on garden property at any time, except for service animals.
- Vehicles are not allowed beyond the gardens parking lot.
- No smoking is permitted on any part of the Garden's property.
- Visitors must wear appropriate shirts and shoes at all times during their visit.
- It is up to the client to track the hours selected for photo/film sessions, overage fees will be charged for extending session hours.
- If the session is rained out, a rain date will be given. The rain date is good for one calendar year from the date on your contract.
- No alcoholic beverages are allowed on garden property.
- Areas are first come, first serve for bookings. There may be private events going on during your session and these areas will be restricted at that time.

PHOTOGRAPHY AGREEMENT

Date of Session:	_____	
Scheduled Time:	_____	_____
	Start Time	End Time
Total Number in Party:	_____	
Amount Due:	_____	(Photography Fee + additional fee for parties >10 (\$5.00/person))

I, _____ (client), have read in full and agree to abide by the
PRINT NAME
Pittsburgh Botanic Garden foregoing photography policies and fee schedule. I am aware that any breach of these policies can result in the cancellation of my session.

Signature: _____ Date: _____

PHOTOGRAPHER

Printed Name: _____

Signature: _____ Date: _____

PITTSBURGH BOTANIC GARDEN

Printed Name: _____

Signature: _____

Date: _____

Return all pages of this Agreement signed, initialed, and scanned to Megan DeBertrand at
mdebertrand@pittsburghbotanicgarden.org

Via mail: Pittsburgh Botanic Garden
799 Pinkerton Run Road
Oakdale, PA 15071