

# **BAKER ARBORETUM PHOTOGRAPHY POLICIES**

These policies apply to the Baker Arboretum and the Baker residence grounds, only. For the Downing Museum policies, contact the Downing Museum.

We are delighted that you are considering the Baker Arboretum as the location for your photos. The guidelines and policies set forth below are intended for all guests, but a permit is necessary for those who wish to use the Baker Arboretum and grounds as a backdrop for posed or directed photography.

We ask all photographers to please help us maintain the integrity of the Baker Arboretum and grounds by honoring these policies. They are intended to ensure that we can continue to fulfill our mission of creating and nurturing an environment for learning, inspiration and enjoyment through excellence in horticulture.

## **IN THE MOMENT PHOTOGRAPHY**

Photographs are a wonderful way to remember your visit. For your own enjoyment, visitors are welcome to take “in the moment” photographs of plants, individuals and subjects that capture the events of your visit. These are informal photographs shot spontaneously and quickly without artistic intent. Guests should, however, observe our policy under General Photography Policies. You may share your photos of the Arboretum on social media outlets, including Facebook, Twitter and Instagram.

## **PORTRAIT PHOTOGRAPHY**

The Baker Arboretum defines “portrait photography” as all wedding, engagement, family, maternity, portfolio, prom, graduation and other posed portraiture of individuals by professional photographers as well as semi-pro, pro-am or amateur photographers, whether the photographer is being paid or not.

## **PORTRAIT PHOTO POLICY**

All portrait photography, including videography, must be approved and scheduled in advance, and the application form must be filled out in order to request a photo session date. Once we receive your request, you will be contacted for payment and confirmation. Photographers who do not preschedule may be approached by staff members during the photo session regarding scheduling and payment. Walk-up requests are usually not granted.

## RESERVATIONS AND PERMIT

Please note that payment must be made in advance to reserve your session. Reservations are approved and accepted during the four (4) weeks to forty-eight (48) hours prior to your photo shoot. Please note that phone inquiries are accepted Monday through Friday between 9 a.m. and 4 p.m.

## ARTIST AND NATURE PHOTOGRAPHERS

When visiting on their own, artists and nature photographers need not schedule a reservation, but they must adhere to the General Photography Policies to avoid damage to plants and disruption of other visitors or Arboretum activities. Those wishing to bring a class for a field trip to the Arboretum must register their group in advance, and they may be asked to restrict their activities to certain places or times depending on the Arboretum's schedule and the size of the group.

## PRICING AND RESERVATION FORM

Please fill out the attached application form to request a photo session date. Please note that reservations are only accepted **Mondays through Fridays from 9 a.m. to 4 p.m.** Walk-up requests may only be granted at the discretion of the Arboretum and are not recommended.

TYPE OF PHOTO SESSION	FEE
Reserved two-hour session permit (1 to 10 people)	\$150
Reserved two-hour session permit (groups in excess of 10 people)	\$250
Golden Hour Photo Shoot (between 8 and 10 a.m. or between 4 and 8 p.m.)	\$50 additional fee
Walk-Up Non-Reserved Two-Hour Session (1 to 10 people)	\$250
Walk-Up Non-Reserved Two-Hour Session (groups in excess of 10 people)	\$350

## CANCELLATION POLICY

The Baker Arboretum and its facilities are subject to weather variations and temporary closures. The Arboretum will attempt to reschedule should a session need to be canceled, but there will be no refund. Shooting dates and times may be adjusted in the event of inclement weather.

# GENERAL PHOTOGRAPHY POLICIES

1. Drone photography is not permitted. In order to ensure the Arboretum's visitors' safety and privacy, no drone photography is permitted.
- 2.. Balloons, kites and flying lanterns are prohibited.
3. Moving or removing plants or structures that are part of the Arboretum (i.e., benches, containers, displays, plant signs, fences, etc.) is strictly prohibited.
4. No photographers, assistants or subjects may step in flower beds, fountains or places other than on designated paths and lawns. Tri-pods shall be set up only on lawns or terraces and not in garden beds. Climbing or mounting equipment in trees or on buildings is not permitted.
5. All photo subjects must be fully and appropriately clothed. Swimsuit, underwear and boudoir photo shoots are not permitted.
6. All cords or wires must be placed and guarded in a way that does not alter the pathways or put Arboretum visitors at risk.
7. No props, furniture, luggage or clothing changes are permitted. No changing rooms are provided. Clients must arrive camera ready.
8. Photographers are not allowed to block pathways or visitor access to any area of the Arboretum.
9. Photography, photos, images, videos and other film footage taken or captured at the Arboretum may not be used for advertising, commercial use or services. Any exception requires advance written permission.
10. Photography sessions are not scheduled after hours, on days that the Arboretum is closed or at times the Arboretum is closed for special events.

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