TOWER HILL BOTANIC GARDEN
PORTRAIT PHOTOGRAPHY GUIDELINES

Tower Hill is pleased you’re considering its gardens for your photo shoot. Portrait photography is defined as all engagement, graduation, quinceañera, family, maternity, portfolio, prom, wedding and any other posed portraiture.

Appointments: All portrait photography appointments must be approved, scheduled, and paid for at least two-weeks in advance. To request an appointment, please contact the Private Events Coordinator at privateevents@towerhillbg.org or call 508-869-6111 x140 to determine availability. If the gardens are available, payment in full will confirm your reservation to conduct a portrait photography shoot. Black-out dates apply during major special event weekends and during wedding season.

Admission: On the day of your appointment, free admission will be granted for all photographers, subjects and guests associated with the shoot to the size defined below. No additional guests or attendees will be permitted.

Upon arrival, all portrait photographers must check in at the information desk to receive a photographer’s lanyard which must be displayed prominently on the photographer’s person throughout the shoot.

RATES AND FEES

During Public Hours (Up to 10 people):
Friday, Saturday or Sunday (10am-5pm): $150 per each 1½-hour appointment; $50 for each additional half-hour
Tuesday, Wednesday, Thursday (10am-5pm): $100 per each 1½-hour appointment; $25 for each additional half-hour

Large Groups (10-25 guests) or Wedding Photography (2-25 guests): $150 per 1½-hour appointment, plus $10 per person over 10 guests, maximum 25 guests. Weekend appointments, when available, begin at 10am and are limited to 1½ hours. Each guest in the party is counted including the subject(s), children and spectators (excluding one photographer).

After-hours (Keeping the garden open late, <25 guests): $300 per 1½-hour appointment; $100 each additional half-hour; plus $10 per person over 10 guests, maximum 25 guests. All after-hour appointments and rates begin calculating at 5pm. After-hour appointments are not available on weekends during wedding season (Late-May through Mid-September) or any day during Night Lights.

Conservatory Use: The use of the Orangerie, Limonaia and other indoor spaces for photo shoots must be approved in advance. Factors such as public programming or private rentals will be considered before an indoor appointment can be confirmed.

Cancellations: A refund, minus $25.00 administrative fee will be returned 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.

GENERAL PHOTOGRAPHY POLICIES

• Photography must not interfere with the visiting experience of other guests at Tower Hill Botanic Garden.
• Specific locations must not be blocked off for a photo shoot. Photographers should expect the need to work around visitors in all areas.
• Moving or removing plants (inside or out) or structures that are part of the Gardens, such as benches, containers, displays, plant signs, fences, etc., is strictly prohibited.
• No photographer or subject may step in flower beds, fountains, walls, benches, or places other than on designated paths and open grassy areas. Climbing or mounting equipment in trees or structures is not permitted.
• Balloons, kites, and flying lanterns are prohibited. Please contact the Private Events Department to gain approval for any props you would like to use.
• All photo subjects must be fully and appropriately clothed. Swimsuit photo shoots are not permitted.
• All cords or wires must be placed and guarded in a way that doesn’t alter the pathways and put Garden visitors at risk.
• Photographers will be held accountable for their actions and those of their clients, crew members, and subjects if they damage Tower Hill facilities and property.

Photographers may wish to take advantage of Tower Hill’s Portrait Photography Season Pass program which provides considerable savings on portrait photography shoots and includes additional amenities offered only to Photographer’s Season Pass holders.
# TOWER HILL BOTANIC GARDEN

## PORTRAIT PHOTOGRAPHY AGREEMENT

Complete this form and mail, fax, or email along with your payment to:

Private Events, Tower Hill Botanic Garden, P.O. Box 598, Boylston, MA 01505-0598

Fax: 508-869-0314  Email: privateevents@towerhillbg.org

### Client Information

- **Client Name:** ____________________________________________________________
- **Phone:** ________________________
- **Email:** ______________________________________________________________________
- **Address:** ______________________________________ **City:** ______________ **State:** _____ **Zip Code:** ____________

### Photographer Information

- **Photographer Name:** ____________________________________________________________
- **Phone:** ________________________
- **Email:** ______________________________________________________________________
- **Address:** ______________________________________ **City:** ______________ **State:** _____ **Zip Code:** ____________

### Shoot Details

- **Day/Date of Shoot:** ____________________________________________________________
- **From:** _____ AM/PM to _____ AM/PM
- **Brief Description of Shoot/Locations Requested:** __________________________________

### Number of People

- **Number of People (not including photographer); including subject(s), children and spectators:** ___________________________

### Standard Appointments

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday/Saturday/Sunday</td>
<td>$150 per 1½-hours:</td>
<td>$________</td>
</tr>
<tr>
<td>Additional half-hour:</td>
<td>$50 x #____ half-hours:</td>
<td>$________</td>
</tr>
<tr>
<td>Tuesday/Wednesday/Thursday</td>
<td>$100 per 1½-hours:</td>
<td>$________</td>
</tr>
<tr>
<td>Additional half-hour:</td>
<td>$25 x #____ half-hours:</td>
<td>$________</td>
</tr>
</tbody>
</table>

### Large Groups and Wedding Shoots

- **Large Groups and Weddings:** $150 per 1½-hours: $________
- **$10 each additional person over 10:** $10 x #____ people: $________

### After-hours Appointments

- **After-hours Appointment:** $300 per 1½-hours: $________
- **Additional half-hour:** $100 x #____ half-hours: $________
- **$10 each additional person over 10:** $10 x #____ people: $________

### Total

- **Total:** $________

Please make checks payable to the Worcester County Horticultural Society (WCHS) or call Tower Hill’s accounting office to arrange a credit card payment at 508-869-6111 x115 or x117. Returned checks are subject to a $20 fee.

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I have read and agree to adhere to the Tower Hill Botanic Garden Photography Policies while conducting my photo shoot:

______________________________
(Signature of Photographer or Client)  
Date

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