TOWER HILL BOTANIC GARDEN
PORTRAIT PHOTOGRAPHY SEASON PASS GUIDELINES

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

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. Each season is per calendar year; February 1 through December 31. The property is closed on Monday. Please note that during our Night Lights event, appointments are only available during our public hours from 11am-3pm, and the property is closed Monday & Tuesday.

10-Session Season Pass: During public hours, up to 10 people per session: $950
20-Session Season Pass: During public hours, up to 10 people per session: $1750

Sessions: Each 1½-hour appointment is equal to one session. Multiple sessions can be combined into one visit, when available, or additional time can be purchased at the regular time-extension rates listed for all shoots.

After-Hours (Keeping the garden open late, <25 guests): One after-hours session is available as part of the 10-Session Season Pass, and two are available as part of the 20-Session Season Pass. Additional after-hours appointments may be scheduled with use of one session, plus an additional charge of $100 per evening. 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.

Large Groups (10-25 guests) or Wedding Photography (2-25 guests): Portrait Photography Season Pass holders receive a $5 per person discount on large groups or wedding photography. 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).

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.

Studio Savings: Portrait Photography Season Passes may be used by more than one photographer from the same studio. The photographer who purchases the pass must be the person who reserves each appointment, is responsible for communicating Tower Hill’s Photography Policies to each of their photographers, and is liable for any damage which may occur during a shoot. Sessions are not transferrable to photographers outside of your studio.

Tours: If you are not familiar with all that Tower Hill has to offer, please feel free to request a complimentary tour of the gardens and conservatories with tips on the best locations for shoots.

Requesting Appointments: All session appointments must be approved and scheduled at least one-week in advance, or two-weeks in advance for after-hour appointments. Appointment days/times are not guaranteed. Factors such as public programming or private rentals are considered before appointments are confirmed. Black-out dates apply during major special event weekends and during wedding season. To request an appointment, please contact the Private Events Coordinator at privateevents@towerhillbg.org or call 508-869-6111 x140 to determine availability.

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 above. No additional guests or attendees will be permitted. The Portrait Photography Season Pass does not include regular garden admission on non-appointment dates, sessions on black-out days or days Tower Hill is closed to the public.

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.
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Referrals: On occasion, potential clients ask for photographer referrals. Please let us know if you would like to be put on our referral list and your name and contact information will be communicated to potential clients. Only portrait photography season pass holders will be placed on the referral list.

Additional Information:

- Photographers who purchase a season pass are subject to the same policies as all photographers and must book appointments in advance, check in and out at the reception desk, and wear the photographer’s lanyard during the shoot.
- Unused sessions in a calendar year are non-refundable and are not transferrable to the next season.
- Portrait Photography Season Passes do not include commercial photography or styled shoots.
- Tower Hill reserves the right to cancel a Portrait Photography Season Pass if General Photography Policies are not followed. All fees are non-refundable.
- Cancellations: Tower Hill must be notified at least 24 hours in advance if you wish to cancel or reschedule a scheduled session. If notified, the session will be returned to the photographer season pass holder’s session balance.
- You’ve purchased the 10-session pass and then find you wish to upgrade? No problem! Just pay the difference between the two levels, plus a $50 processing fee and we’ll upgrade you to the 20-session pass.

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.
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Photographer Name: _______________________________________________ Phone: __________________________

Studio Name: _______________________________________________________________________________________

Address: __________________________ City: __________________ State: _______ Zip Code: ______________

Email: ___________________________________________________________________________________________________

Website: ___________________________________________________________________________________________________

On occasion, potential clients ask for photographer referrals. Are you open to referrals of this nature? ___yes ___no

Please list a brief description of the types of photography in which you specialize:

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

10-Session Season Pass:   $950     $

20-Session Season Pass: : $1750    $

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

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

_________________________________________________________       ____________________________
(Signature of Photographer)        Date

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.