Tower Hill is pleased you’re considering its gardens for your photography group’s visit! We ask all photographers to please help us to maintain the integrity of the Gardens by honoring these policies. They are intended to ensure that Tower Hill can fulfill its goal to make the world a better place by connecting people and plants through excellence in horticulture.

**Appointments:** All visiting photography groups must be approved, scheduled, and paid for at least two-weeks in advance. To request an appointment, please contact the Private Events Coordinator at events@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 group photography shoot. Black-out dates apply during major special event weekends and during wedding season.

**Admission:** On the day of your appointment, admission will be granted at no additional charge to the photographers and guests associated with the shoot to the size defined below unless you are part of an external fee based class.

> **Upon arrival, instructors must check in at the information desk to receive photographers’ lanyards which must be worn by each person in your group throughout the visit.**

**RATES AND FEES**

**During Public Hours:** (Up to 10 people):
- **Friday, Saturday or Sunday** (10am only): $150 per each 3-hour appointment; $50 for each additional half-hour.
- **Monday through Thursday** (10am-5pm): $100 per each 3-hour appointment; $25 for each additional half-hour

**Large Groups** (10-25 people): $150 per 3-hour appointment, plus $15 per person over 10 guests, maximum 25 guests. Each guest in the party is counted including the instructor, students, spectators and other guests.

**External Fee Based Class Visits**
Instructors leading external for-fee classes must pay a $500 fee to visit the Garden with their class. In addition, the instructor and students must pay garden admission at the time of signing the agreement. All external fee-based class visits must be submitted in advance to the Private Events Department for approval. Alternately, you can contract with us to teach a program at Tower Hill. We work with instructors from across the United States to deliver high quality programming for adults. Find out more here.

**After-hours** (Keeping the garden open late, <25 guests): $300 per 1½-hour appointment; $100 each additional half-hour; plus $15 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. Conservatory usage must constitute only part of the session (the entire visit cannot be conducted in the conservatories, so please plan to spend some of your time outdoors).

**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.
- The image, logo and name of Tower Hill Botanic Garden are registered trademarks and may not be used by outside parties without permission.