TOWER HILL BOTANIC GARDEN
PHOTOGRAPHY CLUBS, CLASSES AND GROUPS

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 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 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.

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 $10 per person over 10 guests, maximum 25 guests. Each guest in the party is counted including the instructor, students, spectators and other guests.

**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. 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.
# TOWER HILL BOTANIC GARDEN
PHOTOGRAPHY CLUBS, CLASSES AND GROUPS

Name of Group: ___________________________ Type of Group: ___________________________

Contact Name: ___________________________ Phone: ___________________________

Contact Email: ___________________________

Address: ___________________________ City: ___________________________ State: ______ Zip Code: ______

Day/Date of Shoot: ___________________________ From: _____ AM/PM to _____ AM/PM

Brief Description of Shoot: ___________________________

Location(s) Requested: ___________________________

Number of People (including instructor, students, group members, spectators and all other guests): ______

## Standard Appointments

<table>
<thead>
<tr>
<th>Day</th>
<th>Rate</th>
<th>Time</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Friday/Saturday/Sunday</td>
<td>$150 per 3-hours:</td>
<td>$50 x #_____ half-hours:</td>
<td>$_______</td>
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<tr>
<td></td>
<td>$100 per 3-hours:</td>
<td>$25 x #_____ half-hours:</td>
<td>$_______</td>
</tr>
<tr>
<td>Monday through Thursday</td>
<td>$100 per 3-hours:</td>
<td>$10 x #____ people:</td>
<td>$_______</td>
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</tbody>
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## After-hours Appointments

<table>
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<td></td>
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<td></td>
<td>$_______</td>
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**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.

I have read and agree that all of the members in my group will adhere to the Tower Hill Botanic Garden Photography Policies while conducting our photo shoot. I further agree that I am liable for any damage to plants and/or property that may be caused by myself or my group members during our group visit to Tower Hill.

(Signature of Instructor) ___________________________ Date: ________________

Complete this form and mail, fax, or email along with your payment to:
Private Events, Tower Hill Botanic Garden, 11 French Drive, Boylston, MA 01505
Fax 508-869-0314 Email: privateevents@towerhillbg.org.