TOWER HILL BOTANIC GARDEN
COMMERCIAL PHOTOGRAPHY GUIDELINES

Tower Hill is pleased you’re considering its gardens for your photo shoot. Commercial photography includes fashion shoots, styled shoots, advertising, films, and promotion.

**Appointments:** All commercial photography appointments must be approved, scheduled, and paid for at least two-weeks in advance. To request an appointment, please contact the Private Events Manager at bmenard@towerhillbg.org to determine availability. If the gardens are available, payment in full will confirm your reservation to conduct a commercial 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 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 (10am-5pm)** (Up to 10 people): $150 per hour

**Large Groups (10-25 people):** $150 per hour, plus $15 per person over 10 guests, maximum 25 guests. Weekend appointments, when available, begin at 10am and are limited to 1 hour. Each guest in the party is counted including the subject(s), children, team members, and spectators (excluding one photographer).

**After-hours** (Keeping the garden open late, <25 guests): $300 per 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. Conservatories are considered public spaces and guest access cannot be restricted.

**Cancellations:** A refund, minus $50.00 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 into 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.
TOWER HILL BOTANIC GARDEN
COMMERCIAL PHOTOGRAPHY AGREEMENT

Client Name: ______________________________ Phone: __________________

Email: _____________________________________

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

Photographer Name: __________________________ Phone: __________________

Email: _____________________________________

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

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

Brief Description of Shoot/Locations Requested: ____________________________________________

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

Standard Appointments
Appointment (10am-5pm): $150 x #____ hours: $__________

Large Groups Additional Person Fee:
$15 each additional person over 10: $15 x #____ people: $__________

After-hours Appointments
After-hours Appointment: $300 per hour: $__________

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 to adhere to the Tower Hill Botanic Garden Photography Policies while conducting my photo shoot:

____________________________________________________________________________________

(Signature of Photographer or Client) ___________________________ 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: bmenard@towerhillbg.org