



TAYLOR
CONSERVATORY
& BOTANICAL
GARDENS

**Taylor Conservatory Foundation
Photography Permit Request**

Photographer Name: _____

Date of event: _____ Company Name: _____

Company Address: _____

Company Phone: _____

Email: _____

Requesting permission to hold photography session for:

of people _____ Date: _____ Time: _____ Length of session: _____

Purpose of Photography: _____

FEES: All photography shoots must be scheduled and paid for in advance

- One Hour Session \$30**
Use of the gardens as a studio for photographer during regular hours for up to six people.
- Three Hour Session \$75**
Use of the gardens as a studio for photographer during regular hours for up to six people.
- Annual Session Permit \$250 (Up to 25 hours of scheduled sessions)**
 - Permit good for current calendar year, ending December 31.
 - Sessions must be scheduled prior to arrival to avoid scheduling conflicts.
 - Good every day TCF is open to the public, excluding Special Events, unless pre-approved.

I understand and agree to follow the Taylor Conservatory & Botanical Gardens Photo Policies listed on the back of this form.

Signature: _____ Date: _____

PAYMENT OPTIONS:

Check: \$ _____ Credit: \$ _____ Tax-deductible donation: \$ _____

TOTAL: \$ _____ Please make checks payable to: *Taylor Conservatory Foundation*

MasterCard Visa Discover (circle appropriate one)

Card #: _____

3 digit code _____ Exp. Date: _____ Zip Code: _____

Signature: _____

Please return form to:

**Taylor Conservatory Foundation
Box 1903
Taylor, MI 48180**

**Phone: 888-644-2670
Fax: 888-383-4108
Email: events@taylorconservatory.org**

Taylor Conservatory Foundation

TCF Photography Policies: Effective January 1, 2016

The Taylor Conservatory Foundation welcomes you to take photographs on our grounds, according to the policies and procedures outlined below.

GENERAL VISITORS AND RESERVED EVENT GUESTS can take photos as long as they are for personal use and the rules listed below are followed. If you think you have a great shot, let us know! We are always looking for photos to post in our newsletters, calendar and website. Contact us at: www.taylorconservatory@sbcglobal.net or 888-383-4108.

COMMERCIAL/PAID PHOTOGRAPHERS: Prior booking and permit is required. To check availability and schedule a session, please contact us at 888-644-2670. Photography must not interrupt previously reserved facility rentals or special events.. Due to the large number of weddings and special events, the Gardens cannot accommodate drop-in sessions.

ALTERATIONS: Do not move or alter plant labels, containers, benches, or signage. Landscaped beds, trees, walls, the Conservatory structure and railings are off limits. Stay on trails, paved areas, mowed lawns. Digging or planting of any plant material on the grounds is strictly prohibited. No cutting of any garden plants or trees for any reason.

ANIMALS: Dogs and cats must be leashed at all times. All pet waste must be cleaned up and placed in trash on the grounds.

BOOKED EVENTS: Photographers who are retained by guests who have reserved the Conservatory (and /or grounds) for their wedding, vow renewal, reunion, graduation party, etc. *do not need to schedule their time or request a permit.*

CANCELLATIONS: At our sole discretion, TCF reserves the right to cancel or reschedule any photo session. In case of a cancellation, TCF will refund any one-time session fees incurred for that session. (Refunds do not apply to annual permits).

DRESSING ROOMS: Changing areas are available for a small fee. Call 888-644-2670.

DRONE PHOTOGRAPHY: Is not allowed, without pre-approval.

DRUGS: TCF is a smoke-free and drug-free environment. Violation of this policy will result in immediate cancellation of photo session without refund.

EQUIPMENT & PROPS: Equipment and props cannot disturb trees or plants. TCF does not allow the use of confetti, balloons, silly string, silk flowers, open flames, guns, including prop guns. Props must also stay on trails, paved areas, roads or mowed lawns. Please ensure that all trash is removed and taken out of the gardens for disposal. Tripods and other equipment cannot block paths, trails or other access areas.

LIABILITY: Taylor Conservatory Foundation assumes no liability for loss, theft, or damages for personal injury or to personal property. TCF reserves the right to refuse admittance for photography at any time and reserved the right to change its photo policies without advanced notice.

NUDITY: Under no circumstances will nudity or indecently dressed persons be permitted on the grounds.

PARKING: Park in designated areas only. All roads must be kept open at all times for vehicle traffic. All vehicles must be kept off the lawns and landscaped areas.

PERMITS: All photography sessions require that the commercial photographer clearly display his/her permit while on any part of the garden grounds.

VIOLATIONS: Anyone found in violation of the above policies will be asked to leave the property without refund of fees.

Thank you for choosing the Gardens for your photo shoots!