NYBG

## New York Botanical Garden Guidelines & Code of Conduct
## for
## Special Occasion Photography

- Application requests will be accepted six (6) weeks before the date requested.
- Approved permits will be granted four (4) weeks in advance.
- Permits are issued on a first come, first serve basis.
- Permit fees are subject to change based upon property location(s).
- Payment must be received one (1) week before day of the shoot.
- Rain dates will be issued based on location availability and Garden approval.
- No refunds will be given if the shoot is cancelled within twenty-four (24) hours of scheduled start time.
- In the event that the photography party is late to begin shooting, full payment for the scheduled shoot will be due, regardless of whether additional time is granted by the Garden.
- Approved additional time will be charged at a rate of $500-$750/30minutes based on specific location and day of the week.
- NYBG is a public space. Staff will be on hand to make every attempt to keep public out of photos, but it is not guaranteed.
- NYBG staff will remain with the party until project is completed.
- Maximum amount of people allowed at SOP sessions will be based on specific location of the shoot.
- The following are strictly prohibited:
    - No alcohol
    - No music
    - No walking on grass
    - No smoking, e-cigarette included
    - No throwing of rice, birdseed, flowers, or confetti
    - No Drones
    - No Balloons
    - No Selfie Sticks
- Once permit application has been received you will receive a follow-up email from a NYBG Marketing representative.
- Not all requests are guaranteed, and are subject to NYBG approval.