

## Request for Family or Engagement Photo Shoot

### Applicant Information

Name \_\_\_\_\_  
First Name Last NameAddress \_\_\_\_\_  
Street

City State Zip code

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### Photo Shoot Request

Date, Day of Week and Time Requested \_\_\_\_\_

Number in Party \_\_\_\_\_

Occasion \_\_\_\_\_

### Photographer Information

Name \_\_\_\_\_  
First Name Last Name

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### Shoot Location at Wave Hill

I have a preferred area(s) for my photo shoot: \_\_\_\_\_

Engagement and family photo shoots require **Supporting Level Membership** in Wave Hill. The Patron Level Membership fee is \$250. \$214 of this fee is tax deductible. In addition to many other benefits, this membership level offers the following:

- One year of unlimited complimentary admission to Wave Hill for your immediate family
- 10% discount in The Shop at Wave Hill
- Invitations to special VIP Previews and Open Studios

I am currently a Supporting Level Member of Wave Hill: Yes \_\_\_\_\_ No \_\_\_\_\_

The photo shoot fee is a separate charge of \$250 per 90-minute photo session.

Credit Card Type \_\_\_\_\_ Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_  
Month/Year

Please charge the above credit card my \$250 non-refundable deposit to secure my date and time.

Please charge the remaining balance to the above credit card one week before my scheduled shoot date.

\_\_\_\_\_  
Applicant Signature\_\_\_\_\_  
Today's Date

## Photo Shoot Guidelines:

- Photo shoots cannot interfere with public access to gardens, galleries, parking spaces or buildings, and must respect the personal space of our visitors.
- No food or drink is allowed on the grounds except in designated picnic area.
- Shooting must conclude no later than 30 minutes prior to closing of Wave Hill's grounds.
- Maximum of 6 people allowed for photo shoot, including wedding party and photographers.
- Parking is off-site with shuttle service to the front gate .
- Limousines, trolleys or vans cannot be accommodated on the property, but participants may be dropped off at our front gate.
- We do not allow rice, confetti, birdseed, decorations, alcohol or music during photo shoots.
- Neither equipment nor people may be placed within a planted garden bed or on bare soil.
- Supporting Level Member assumes responsibility for guests, and all public rules must be observed.
- All requested time slots are subject to site availability. Indoor shooting spaces are not guaranteed and based on availability the day of the shoot.
- Photo shoot date is not secure until applicant receives confirmation form and Wave Hill receives deposit. At that time a permit will be issued to be presented upon arrival.
- In case of inclement weather, every effort will be made to reschedule.
- A \$250 non-refundable deposit must accompany this reservation form. Your credit card will not be charged if requested date is unavailable. This amount will be applied to the Supporting Level Membership fee.
- Final payment for the site fee will be processed three (3) business days prior to the date.
- Payment by check can be sent to Carolyn Liv, Wave Hill, 675 West 252<sup>nd</sup> Street, Bronx, NY 10471.

I, the undersigned, agree to follow guidelines stated above.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Please email both pages of this request form to:

Carolyn Liv

Director of Corporate Partnerships and Conferences

[carolynl@wavehill.org](mailto:carolynl@wavehill.org)

718-549-3200 x 209

