

## Request for Proposal and Photo Shoot

### Applicant Information

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

City State Zip code

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

### Proposal/Photo Shoot Request

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

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

### Photographer Information

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

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

### Proposal Location at Wave Hill

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

Proposal/photo shoots require **Supporting Level Membership** in Wave Hill. The Supporting 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 proposal/photo shoot fee is a separate charge of \$250 per 90-minute 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 date.

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

### Proposal/Photo Shoot Guidelines:

- Proposal/Photo shoots cannot interfere with public access to gardens, galleries, parking spaces or buildings, and must respect the personal space of our visitors.
- Event must conclude no later than 30 minutes prior to closing of Wave Hill's grounds.
- Maximum of 6 people allowed for event including entire party and photographers.
- One complimentary parking space in the on-site lot.
- 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, rose petals, alcohol or music during event unless previously arranged.
- 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.
- Date is not secure until applicant receives confirmation form and Wave Hill receives deposit. At that time a permit will be issued for the event to be presented upon arrival.
- Cancellations made *at least one week or more before* the date will receive a refund of any site fees paid beyond the \$250 non-refundable deposit. No refunds are given for inclement weather, but every effort will be made to reschedule.
- Payment in full is expected one week in advance of photo shoot.
- If you prefer to pay by check, please mail this reservation form, with your check, to:

Wave Hill  
Attn.: Nancy Kelly  
675 West 252nd Street  
Bronx, NY 10471

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please email both pages of this request form to:

Nancy Kelly

Corporate Partnerships and Conferences

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

718-549-3200 x 240

