

Request for Wedding 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 _____

Photographer Information

Name _____
First Name Last Name

Telephone _____ Email _____

Shoot Location at Wave Hill

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

Wedding and family photo shoots require Patron level membership in Wave Hill. The Patron Level Membership fee is \$500. \$464 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
- Complimentary onsite parking year round
- 15% discount in The Shop at Wave Hill
- Complimentary admission for two additional guests per visit

I am currently a Patron Level Member of Wave Hill: Yes _____ No _____

The photo shoot fee is a separate charge of \$600 per 2-hour 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

Wedding Ceremonies are not permitted as part of the photo shoot.

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.
- Shooting must conclude no later than 30 minutes prior to closing of Wave Hill's grounds.
- Maximum of 25 people allowed for photo shoot, including wedding party and photographers; additional photo site fee will be charged if total party exceeds 25.
- 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, rose petals, decorations, alcohol or music during photo shoots.
- Neither equipment nor people may be placed within a planted garden bed or on bare soil.
- Patron 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 for the shoot to be presented upon arrival.
- Cancellations made *at least one week or more before* the shoot 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

718-549-3200 x 240

