



# BERKSHIRE BOTANICAL GARDEN

## Professional Photography Policy

Thank you for your interest in choosing Berkshire Botanical Garden (BBG) as a beautiful backdrop for your professional portrait photo shoots. Portrait photography is defined as all engagement, graduation, quinceañera, family, maternity, portfolio, prom, wedding, and any other posed portraiture.

### **Appointments**

All portrait photography appointments must be approved and scheduled by BBG at least two weeks in advance. Please contact Dana Audia, Director of Special Events, at [daudia@berkshirebotanical.org](mailto:daudia@berkshirebotanical.org) or (413) 944-8504 to schedule your appointment. Photographers who wish to make repeated use of BBG grounds must obtain a professional photographer's membership. Please contact the Membership Director, Amy Butterworth: [abutterworth@berkshirebotanical.org](mailto:abutterworth@berkshirebotanical.org).

### **One-time Use**

One-time use of the grounds is permissible based on the rates below, with two-week advance scheduling required. If the gardens are available, payment in full will confirm your reservation to conduct a portrait photography shoot. Black-out dates apply during major special event weekends and during wedding season.

### **Admission**

On the day of your appointment, free admission will be granted for all photographers, subjects and guests associated with the shoot to the size defined in this agreement. Any additional guests or attendees will need to register and pay for admission unless they are BBG members.

***Upon arrival, all portrait photographers must check in at the admission desk to receive a photographer's pass which must be displayed prominently on the photographer's person throughout the shoot.***

## Fees and Policies

### PROFESSIONAL PHOTOGRAPHER MEMBERSHIP

Includes unlimited admission to the Garden for one year.

\$250

### RATES AND FEES for ONE-TIME USE

**During Public Hours** (Up to 10 people)

**Friday, Saturday or Sunday** (9 a.m.-5 p.m.): \$150 per each 1½-hour appointment; \$50 for each additional half-hour

**Monday through Thursday** (10am-5pm): \$100 per each 1½-hour appointment; \$25 for each additional half-hour

**Large Groups** (10-25 people) or **Wedding Photography** (2-25 people)

\$150 per 1½-hour appointment, plus \$10 per person over 10 guests, maximum 25 guests. Weekend appointments, when available, begin at 10am and are limited to 1½ hours. Each guest in the party is counted including the subject(s), children and spectators (excluding one photographer).

**After-hours** (Keeping the garden open late, <25 guests)

\$300 per 1½-hour appointment; \$100 each additional half-hour; plus \$10 per person over 10 guests, maximum 25 guests. All after-hour appointments and rates begin calculating at 5pm. After-hour appointments are not available on weekends during wedding season (Late-May through Mid-September).

### **Cancellations**

A refund, minus \$25.00 administrative fee will be returned if cancellations are made at least 24 hours in advance. Cancellations made with less than 24 hour's notice are non-refundable. If a photo shoot is cancelled due to inclement weather, an alternate date can be arranged.

## GENERAL PHOTOGRAPHY POLICIES

- Photography must not interfere with the visiting experience of other guests at Berkshire Botanical Garden
- Specific locations must not be blocked off for a photo shoot. Photographers should expect the need to work around visitors in all areas.
- Moving or removing plants (inside or out) or structures that are part of the Gardens, such as benches, containers, displays, plant signs, fences, etc., is strictly prohibited.
- No photographer or subject may step in flower beds, fountains, walls, benches, or places other than on designated paths and open grassy areas. Climbing or mounting equipment in trees or structures is not permitted.
- Balloons, kites, and flying lanterns are prohibited. Please contact the Garden's Events Coordinator, [daudia@berkshirebotanical.org](mailto:daudia@berkshirebotanical.org), to gain approval for any other props you would like to use.
- All photo subjects must be fully and appropriately clothed. Swimsuit photo shoots are not permitted.
- All electrical cords or wires must be placed and guarded in a way that doesn't alter the pathways and put Garden visitors at risk.
- Photographers will be liable for their actions and those of their clients, crew members, and subjects if they damage Berkshire Botanical Garden plants, facilities and other property.

*Help us share the Garden's uniqueness! All photographers are asked to submit three or more non-watermarked images of the Garden landscape to use for promotional purposes and to retain in our archives. Photos should not include people, but capture your signature style photographing the Garden. Credit given when used. Please submit photos to Special Events Director, Dana Audia, [daudia@berkshirebotanical.org](mailto:daudia@berkshirebotanical.org).*

Berkshire Botanical Garden  
Photographic Shoot Agreement

Client Name: \_\_\_\_\_  
Phone/Email : \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Photographer Name: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I am a current BBG Professional Photographer Member  
 Enclosed is payment of \$250 for my annual Professional Photographer Membership  
Credit Card: \_\_\_\_\_ Exp: \_\_\_\_\_ Security Code \_\_\_\_\_

Day/Date of Shoot: \_\_\_\_\_ From: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Brief Description of Shoot/Locations \_\_\_\_\_  
Number of People (not including photographer): subject(s), children and spectators: \_\_\_\_\_

**One-Time Photography Fees:**

Friday/Saturday/Sunday Appointment:	\$150 per 1½-hours:	_____
Additional half-hour:	\$50 x # _____ half-hours:	_____
Monday through Thursday Appointment:	\$100 per 1½-hours:	_____
Additional half-hour:	\$25 x # _____ half-hours:	_____

**Large Groups and Wedding Shoots:**

Large Groups and Weddings:	\$150 per 1½-hours:	_____
\$10 each additional person over 10:	\$10 x # _____ people:	_____

**After-hours Appointments**

After-hours Appointment:	\$300 per 1½-hours:	_____
Additional half-hour:	\$100 x # _____ half-hours:	_____
\$10 each additional person over 10:	\$10 x # _____ people:	_____

**Total:** \$ \_\_\_\_\_

Credit Card: \_\_\_\_\_ Exp: \_\_\_\_\_ Security Code \_\_\_\_\_

Please make checks payable to Berkshire Botanical Garden or call the Garden's administration office to arrange a credit card payment at 413 320-4794. Returned checks are subject to a \$20 fee.

I have read and agree to adhere to the Berkshire Botanical Garden Photography Policies while conducting my photo shoot:

Signature of Photographer or Client

Date

\_\_\_\_\_  
Complete this form and send along with payment to Berkshire Botanical Garden, PO Box 826, Stockbridge, MA 01262. Please direct questions to the Garden's Director of Special Events, Dana Audia, at [daudia@berkshirebotanical.org](mailto:daudia@berkshirebotanical.org) or (413) 944-8504.

Dogs, other than registered service animals, are not allowed on property or in the gardens.  
We are a smoke-free environment.