

The Holden Arboretum  
Photography Permit Agreement & Policy

Photography date: \_\_\_\_\_ Arrival time: \_\_\_\_\_ Number of people in photography party: \_\_\_\_\_

Garden: \_\_\_\_\_ (Circle One): Engagement/Wedding/ Prom/Other: \_\_\_\_\_

Are you a Member? \_\_\_\_\_ YES \_\_\_\_\_ NO Member Expiration Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

A permit is required for all posed formal photography. Permit sales are subject to availability; the number of permits sold for each day is limited. Permits can be purchased in advance through the Private Event Coordinator at 440.602.3835 or [sbradick@holdenarb.org](mailto:sbradick@holdenarb.org) or day of session at the Corning Visitor Center. Permits are booked every hour, valid for 1-1/2 hours from time of arrival. A minimum of three (3) business days is required to process the permit; a \$25 charge is added to last-minute requests of less than three business days.

Please adhere to the following guidelines to make your photography session successful and enjoyable:

- Be mindful that wedding ceremonies and other events may be taking place in close proximity to permitted photography locations. If members of a photography party are boisterous or unruly they will be asked to leave the Arboretum and photography and admission fees will not be refunded.
- The Arboretum is a living museum. Exercise care when setting up photography equipment. Do not walk or stand in garden beds or on plants. Do not block pathways or roads.
- No photography is permitted in any Arboretum buildings. The permit does not include access to any Arboretum buildings for the purpose of photography. Access to photo locations may be restricted at the Arboretum's discretion.
- Smoking and alcohol are not allowed on the Arboretum grounds.
- The use of photo drones is strictly restricted.
- Dogs are permitted on the trails but must be kept on a leash at all times. Pets are prohibited in plant beds, the wildflower garden, the ski trails, and all buildings. It is the Applicant's responsibility to dispose of pet waste in trash containers.
- Group is required to carry permit with them at all times during the photos session to show staff/security for verification.

#### Gatehouse and Security

Please show the Gatehouse attendant a copy of your permit upon arrival. Security personnel may also ask for a copy of your permit to verify the number of people in your party or access to the Arboretum.

#### Parking

- Corning Visitor Center area - photography parties may be dropped off in front of the Corning Visitor Center. Vehicles must park in the main parking lot or overflow lot.
- No transportation is available to the photography sites.
- Permit to be left on the dashboard of vehicle so Holden Police officers know vehicle is in parking for event session. Pass is only good for the time slot listed for the event. The parking pass may not be used for any other event.

#### Photograph Release

Applicant grants permission to The Holden Arboretum (THA) to take and use photographs of applicant and/or guests for the purpose of promoting the Arboretum facilities, services, programs and/or special events. Photo selection, cropping and reproduction will be determined at THA's discretion.

**Entrance Fees**

The permit fee includes the Arboretum gate admission for all members of the photography party. Prices are subject to change without prior notice. Your permit fee supports the mission of the Arboretum.

Permit fees are nonrefundable. If you are interested in rescheduling, call 440.946.4400, Monday through Friday, 9am-4pm.

**Contact Person**

*Your signature below indicates that you have read, understand and agree with our terms and conditions.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Holden Representative:**

Accepted on behalf of THA by: \_\_\_\_\_

Received: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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*Detach this area to display on dash board of vehicle for Holden Police.*

*The Holden Arboretum*  
**TEMPORARY PARKING PERMIT**  
2016-2017



\_\_\_\_\_  
Photographer Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time of Session

\_\_\_\_\_  
Garden Reserved

\_\_\_\_\_  
Type of Photo Session