



CLEVELAND BOTANICAL GARDEN

Congratulations to you on your upcoming wedding. Enclosed you will find the information you requested regarding wedding photography (***outdoor only***) at Cleveland Botanical Garden. We do not provide a photographer.

**** Please note ~ Due to the private event rental schedule at the Garden, a photo session cannot be scheduled or guaranteed until 6 weeks prior to the date & time requested.**

Photo Sessions are booked at the discretion of Management.

Please review the enclosed materials and return the Request form to:

**Guest Services Manager
Attn: Wedding Photo Request
Cleveland Botanical Garden
11030 East Blvd.
Cleveland, Ohio 44106**

Please do not send payment with your request. As your wedding date approaches, you will be contacted to confirm your appointment. Please feel free to contact me directly if you have any questions.

Please be aware that all vehicles must be moved from the front entrance once the bridal party has been dropped off. Parking is available in the garage under the building. The parking fee is \$5.00 per vehicle.

Sincerely,

Jen Anderson
Guest Services Manager
PH 216.721.1600 x 100
FAX 216.721.2056
jenanderson@cbgarden.org



CLEVELAND BOTANICAL GARDEN

POLICIES AND GUIDELINES FOR OUTDOOR WEDDING PHOTOGRAPHY AT CLEVELAND BOTANICAL GARDEN

The ten acres of the Cleveland Botanical Garden provide a beautiful backdrop for all of your photos, whether you choose the Rose garden, the Japanese garden or from the variety of semi-permanent gardens, you have chosen a wonderful venue for your photos. Since the garden is open to the public every day please observe the following guidelines concerning your photo session:

Cost: A \$200.00 or \$125 photography fee reserves the Garden for one hour of photography. The fee is to be paid in full on the day you arrive and is paid at the ticket counter before the photo session can begin. **The \$200 fee admits up to 18 people.** Additional guests (this includes the photographer(s) incur a \$5.00 per person fee.

The \$125 fee is available for parties of up to 4 people (including photographer). This option is available for wedding, graduation or engagement photos.

Times: A one-hour, **non-exclusive**, time slot is reserved for each photo session. Additional time is charged at \$200.00 per hour. Please carefully consider the schedule of your wedding day, taking into account travel time and other factors.

Out of respect for everyone who uses the Garden, all parties must adhere to the scheduled appointment times.

Time of Day and Year: The Cleveland Botanical Garden only allows photos to be taken on the property from **April 1st to October 31st**. **Photos are not permitted in the Glasshouse or inside the building.** Photos are permitted on the outside grounds. Sessions are available Tuesday through Saturday from 9:00 a.m. until 4 p.m. and Sunday from 12 noon until 5 p.m. **The last time available is 4:00 p.m.** **All photography groups must leave the grounds by 5:00 p.m.**

Viewing of the Garden: There is an admission fee to preview the Garden for your photographs, payable at ticketing upon arrival. Hours of operation are 10 a.m. until 5 p.m. Tuesday through Saturday. Sunday the Garden is open from 12 p.m. until 5 p.m. **The Garden is closed on Monday.**



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REQUEST FOR WEDDING PHOTOGRAPHY AT CLEVELAND BOTANICAL GARDEN

Your name _____

Billing Address _____

City, State, Zip code _____

Telephone(s)
daytime: _____ evening: _____

Fax # _____

E-mail address _____

Bride's name _____

Groom's name _____

Number in your group including photographer(s) _____

Name of photographer _____

Number of vehicles _____

Phone # of Photographer _____

Requested Day/ Date/ Time _____/_____/_____

Mail to:

Cleveland Botanical Garden
Attn: Wedding Photo Request
11030 East Blvd.
Cleveland, Ohio 44106
FAX 216.721.2056

Your appointment request will be acknowledged ASAP. The week before your appointment you will be contacted to reconfirm the date, time, and number of attendees. Applications are processed in the order in which they are received. If the weather is inclement the day of your scheduled appointment, there is no need to cancel. If you decide to cancel your photography session for any other reason, a phone call is appreciated.

PLEASE DO NOT SEND PAYMENT WITH THIS APPLICATION