



CLEVELAND BOTANICAL GARDEN

Greetings,

Thank you for requesting information about wedding and engagement photography opportunities at Cleveland Botanical Garden.

Please review the following pages and return the request form to my attention by fax, email, or mail using the contact information below.

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

Sincerely,

Jen Anderson
Guest Services Manager
Cleveland Botanical Garden
11030 East Blvd.
Cleveland, OH 44106
PH 216.721.1600 x 100
FAX 216.721.2056
jenanderson@cbgarden.org



CLEVELAND BOTANICAL GARDEN

POLICIES AND GUIDELINES FOR 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 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 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 per person fee. A \$125 fee is available for parties of up to 4 people (including photographer).

Times: A one-hour, **non-exclusive**, time slot is reserved for each photo session. Additional time is charged per hour, and cannot be prorated. Out of respect for everyone who uses the Garden, all parties must adhere to the scheduled appointment times.

Time of Day and Year: SPRING/SUMMER/FALL- Cleveland Botanical Garden only allows outdoor photos to be taken on the property from April 1 to October 31. **Photos are not permitted in the Glasshouse or inside the building from April 1 to October 31, and you should schedule a backup rain appointment elsewhere.** Sessions are available Tuesday through Saturday from 9am until 4pm and Sunday from noon until 5pm. The last time available is 4pm. All photography groups must leave the grounds by 5pm.

WINTER/EARLY SPRING- The Glasshouse and other interior spaces of Cleveland Botanical Garden are available Nov 1- March 31. Sessions are available before noon or after 3:30pm Tuesday- Saturday. No sessions are scheduled on Sunday or Monday. The morning session must begin by 11am, and the afternoon session must begin by 4pm.

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 10am- 5pm Tuesday through Saturday. Sunday the Garden is open from 12pm- 5pm. The Garden is closed on Monday.

Please note: Special considerations not listed here are at the discretion of management, and must be discussed prior to booking. Due to the private event rental schedule at the Garden, a photo session cannot be scheduled nor guaranteed until 6 weeks prior to the date & time requested. Photo Sessions are booked at the discretion of Management. We do not provide a photographer. Please be aware there is no car parking in front of the building, however pickup/ drop off of people and equipment is permissible. Car parking is available in the garage under the building. The parking fee is \$5 per vehicle. Limo and other large vehicle parking is available on a first come, first served basis on the front circle.



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REQUEST FOR WEDDING OR ENGAGEMENT PHOTOGRAPHY AT CLEVELAND BOTANICAL GARDEN

Bride's Name _____

Groom's Name _____

Billing Address _____

City, State, Zip code _____

Telephone(s)
daytime: _____ evening: _____

E-mail address _____

Group contact name (if different from above) _____

Number in your group including photographer(s) _____

Name of photographer _____

Phone # of Photographer _____

Number of vehicles _____ (bring parking tickets with you to pay \$5 per vehicle at front desk.)

Requested Date ____/____/____ Time _____

Mail/ fax/ email to:

Cleveland Botanical Garden
Attn: Jen Anderson
Photo Request
11030 East Blvd.
Cleveland, Ohio 44106
FAX 216.721.2056
jenanderson@cbgarden.org

Your appointment request will be acknowledged ASAP, however your photography session will not be scheduled until 6 weeks before your requested date. 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 you decide to cancel your photography session for any reason, a phone call is appreciated.

PLEASE DO NOT SEND PAYMENT WITH THIS APPLICATION