



# CLEVELAND BOTANICAL GARDEN

## POLICIES AND GUIDELINES FOR PHOTOGRAPHY AT CLEVELAND BOTANICAL GARDEN

Please observe the following guidelines concerning your photo session:

**Time of Day and Year: SPRING/SUMMER/FALL-** Cleveland Botanical Garden allows outdoor photos to be taken on the property from April 1 to October 31. Sessions are available Tuesday through Saturday from 10am until 4pm and Sunday from 12 noon until 4pm. The last available appointment time is 4pm (7pm on Wednesdays). All photography groups must leave the grounds by 5pm. No sessions are scheduled on Monday. We recommend that you book a backup indoor location elsewhere unless you book our Indoor Option (please see below).

**WINTER/EARLY SPRING-** The Glasshouse and other interior spaces of Cleveland Botanical Garden are available Nov 1- March 31. Sessions are available Tuesday through Saturday from 10am until 4pm and Sunday from 12 noon until 4pm. The last available appointment time is 4pm. All photography groups must leave the grounds by 5pm. No sessions are scheduled on Monday.

**Cost:** A \$200 fee admits five 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). The fee is to be paid in full on the day you arrive and is paid at the guest services counter before the photo session can begin. **Indoor Option:** For guaranteed indoor photography during the months of April- October, it is an additional \$50 added to the fees listed above and the fee must be prepaid not more than six weeks in advance. Groups that are not scheduled and prepaid are not permitted to take photos indoors between April and October. Fees prepaid to the Cleveland Botanical Garden become non-refundable upon receipt by the Garden. Indoor photography times and dates are subject to the schedule of the Botanical Garden, and individual requests are considered on a case by case basis. Access to the indoor Glasshouse gardens is limited to up to 6 people at one time (including photographers) between April and October.

**Times:** A one-hour, **non-exclusive** time slot is reserved for each photo session. Your photo session begins at the time of payment (or arrival for prepaid groups), and a time- stamped receipt will be issued. Groups are responsible for monitoring their own time. Should your photo session exceed one hour, you will be asked to pay for the additional time before you leave the Botanical Garden. Additional time is charged per hour, and cannot be prorated. Out of respect for everyone who uses the Botanical Garden, all parties must adhere to the scheduled appointment times.

**Viewing of the Garden:** There is an admission fee to preview the Garden for your photographs, payable at guest services upon arrival. Regular 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: time spent viewing the Garden on the day of your photo session counts toward your one hour paid appointment.

**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 Botanical 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 \$6 per vehicle. Limo and other large vehicle parking is available on a first come, first served basis on the front circle.