

**Application for Photography Permit
Planting Fields Arboretum State Historic Park
1395 Planting Fields Road
Oyster Bay, New York 11771
Hours of Operation: 9:00am – 5:00pm**

<u>Office Use Only:</u> Date permit issued _____ Payment received _____ Initial _____
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**Please call or e-mail us for information: (516) 922-8605
Alexis.Reyes@parks.ny.gov**

Date of Photography: _____ Arrival Time: _____ # in Party _____ # of Cars _____

Applicant(s) full name: _____

- Type of Photography: _____ Outdoor Wedding Photography (\$200)
(Please Check One)
- _____ General Outdoor Photography (\$100)
(Engagement Photos, Family Photos, Sweet 16/15, etc.)
- _____ *Camellia House Wedding or General Photography (\$300)
(Permit covers Camellia House use as well as the grounds)

*Photography in the Camellia House is extremely limited and must be approved by the Park Manager. Interested applicants must call in advance and agree to abide by Camellia House rules and regulations such as: no moving of doors, no standing or placing camera stands in flower beds, absolutely no access to stair case!! Any of the above mentioned will be subjected to removal from Camellia House and possibly even arboretum grounds! **Only available from May-October (10:00am to 4:00pm)**, availability permitting.

Photography time: 1 ½ hours between the hours of 9:00am to 5:00pm

Arrival Time: _____ Departure Time: _____

For advanced bookings, you will need to complete one of the following:

- 1) Mail in completed permit with a form of payment (check or money order) included with a self addressed and stamped envelope for staff to mail back a receipt. Checks can be made payable to **OPRHP-LI**.
- 2) Stop down in person to either our toll booth during operating season OR our administrative office when toll booth is closed to apply for a permit. Payment must be received with application to validate permit.

****Please note: if the toll booth is open, and you would like to view grounds before applying for a permit, you will be charged an \$8 Vehicle Use Fee to enter the grounds.**

For same day service, photography sessions must be completed during operating hours (9am to 5pm):

- 1) When toll booth is open, applicants will fill out permit and pay fees before entering the arboretum grounds. **If toll booth is open, each vehicle will be charged an additional \$8**

Vehicle Use Fee. Photographers ARE NOT exempt from this fee. If you have a bus, there is a \$75 Vehicle Use Fee! These fees can be paid upon entering the arboretum grounds by either cash, check, or money order.

- 2) When toll booth is closed, applicants will come to the administrative office to fill out and pay for a permit BEFORE starting their shoot. Since toll booth is closed, there will be no Vehicle Use Fee in effect.

**Toll Booth is typically scheduled to be open April through November.

Cancellation Policy:

Cancellations received more than 30 days prior to the reserved date, a full refund will be issued less a \$10 processing fee.

Cancellations received more than 10 days but less than 30 days prior to the reserved date, a 50% refund will be issued less a \$10 processing fee. Cancellations received less than 10 days prior to reserved date will not be refunded. All requests for refunds must be received in writing along with the original agreement.

*Long Island State Parks
Regional Finance Office
PO Box 247
Babylon, New York 11702*

***Requests for refunds must be received within 90 days of the event.**

As the permit holder, you agree to the following conditions:

- 1) Photography is permitted outdoors **ONLY** unless approved for Camellia House use. Coe Hall and the Main Greenhouse are **NOT** available for photography, but you are permitted to take photos around the buildings. Currently the West Portico behind Coe Hall is closed due to construction.
- 2) Permit holders must carry their receipt for proof of purchase at all times while on arboretum grounds, which must be made readily available if asked for by arboretum staff or park police.
- 3) There is no facility available for a change of clothing in the arboretum.
- 4) No alcoholic beverages are permitted in the arboretum. The areas surrounding Coe Hall Historic House as well as the gardens are smoke-free zones. Permit holders and their parties are not allowed to bring refreshments into those areas.
- 5) The arboretum is a public place; therefore, no privacy will be guaranteed to permit holders.
- 6) Permit holders may not obstruct or interfere with the free flow of pedestrians or vehicular traffic nor may they interfere with the use of premises for park and recreational purposes by the public.
- 7) All permit holders and their parties **MUST** park in the West or East Parking lots in appropriate spots; vehicles will not be permitted to drive further than the lots even for drop-off or pick-up. Driving past the parking lots could result in surrendering your rights as a permit holder.
- 8) Permits may be limited on holidays and holiday weekends, or when other special events are scheduled in the park which may impact facility use.
- 9) **Absolutely no helium balloons, confetti, rice, rose petals, doves, or drones are allowed on arboretum grounds!**

10) No persons or camera stands are allowed in flower beds, on walls, or other structures such as our pools!

If you do not abide by all of the rules and regulations of the arboretum and its staff, you and your party will be escorted off the grounds whether you have finished your shoot or not! No refunds or reschedules will be issued to those who do not fully cooperate with these procedures!

Applicant Name: _____ Applicant Signature: _____

Address: _____ Phone: (Home) _____

_____ (Cell) _____

Photographer/Studio Name: _____

Address: _____ Phone: (Home) _____

**Photography Guidelines
Planting Fields Arboretum
State Historic Park
Oyster Bay, NY 11771**

- ❖ **No tri-pods or mono-pods are allowed in greenhouse or garden beds**
- ❖ **No walking or standing in flower beds**
- ❖ **No leaning of any equipment or props on plants**
- ❖ **No walking or standing on garden walls, benches or structures**
- ❖ **No misting or wetting of leaves and flowers of plants**
- ❖ **No pruning or cutting of plants or picking of flowers is allowed**
- ❖ **No climbing of trees**
- ❖ **Bringing in balloons, plants, animals, etc., is strictly prohibited**
- ❖ **No moving of garden benches, stakes or other garden structures is allowed**
- ❖ **NO DRONES**

If found not following all rules that are set in place by the arboretum and its staff, parties and their photographers will be asked to leave the premises without refund or chance to reschedule! Thank you for your cooperation.

Print Applicant Name: _____

Applicant's Signature: _____

Date of Permit: _____