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

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

Applicant(s) full name: _____

Type of Photography: _____ Outdoor Wedding Photography (\$250)
(Please Check One)
_____ Outdoor General Photography (\$100)
(Engagement Photos, Family Photos, Sweet 16/15, etc.)

Greenhouse Photography: _____ Camellia Greenhouse Photography (\$250)
**Available by reservation ONLY from April to October
from 10am to 4pm (closed Tuesdays). Can only be utilized as
a backup in case of rain.**

Photography in the Greenhouse is extremely limited and must be approved by the Park Manager. Interested applicants must email Alexis.Reyes@parks.ny.gov in advance to check availability. Permitholder must agree to abide by the Greenhouse rules and regulations such as: no moving of doors, no standing or placing camera stands in flower beds, absolutely no access to staircase!! Any of the above mentioned will be subjected to removal from the Greenhouse and possibly even arboretum grounds!

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

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 our administrative office to apply for a permit. Payment must be received with application to validate permit. Permit applications are not accepted by email. Payments are not accepted electronically or by phone.

****Please note: if collecting parking fees, you will be charged an \$8 Vehicle Use Fee to enter the grounds. Busses will be \$75**

If you do not abide by all 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!

I certify that I have read, understand, and will comply with the terms, conditions and guidelines listed.

Applicant Name: _____ Applicant Signature: _____

Address: _____ Phone: (Home) _____
_____ (Cell) _____

Photographer/Studio Name: _____

Address: _____ Phone: (Home) _____

**** Note to Photographers: If you are doing multiple photo shoots in one day with multiple clients, we require that a permit be purchased for EACH session. ****

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

- ❖ **No tripods or monopods 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. I Certify that I have read, understand, and will comply with the terms, conditions and guidelines listed:

Print Applicant Name: _____

Applicant's Signature: _____

Date of Permit: _____

Terms and Conditions

- 1) When collecting Parking Fees each vehicle will be charged \$8 Vehicle Use Fee. Photographers are not exempt from this fee. If your vehicle is a bus, trolley, large van, etc. the fee will be \$75.
- 2) When not collecting Parking Fees applicants are required to come to the Administrative Office to complete and pay for a permit before starting their shoot. Parking Fee collection is typically scheduled from April to November.
- 3) **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 the reserved date will not be refunded.

All requests for refunds must be received in writing along with any documentation to:

**Long Island State Parks
Regional Finance Office
PO Box 247
Babylon, New York 11702**
- 4) Photography is permitted outdoors only unless approved for a Greenhouse. Coe Hall is NOT available for photography, but you are permitted to take photos around the buildings.
- 5) Permit holders must always carry their receipt for proof of purchase while on Arboretum grounds, which must be made readily available if asked for by Arboretum Staff or Park Police.
- 6) There is no facility for change of clothing in the Arboretum.
- 7) 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.
- 8) The Arboretum is a public place; therefore, no privacy will be guaranteed to permit holders.
- 9) Permit holders may not obstruct or interfere with the flow of pedestrians or vehicular traffic.
- 10) Permit holders may not interfere with the use of premises for park and recreational purposes by the public.
- 11) All permit holders and their parties MUST park in the West or East Parking Lots in appropriate spaces. Vehicles will not be permitted to drive further than the parking lots even for drop-off or pick-up. Driving past the parking lots may result in surrendering your rights as a permit holder.
- 12) Permits may be limited on holidays, holiday weekends or when special events are scheduled which may impact facility use.
- 13) Absolutely no balloons, confetti, rice, rose petals, doves (pets) or drones are allowed on the grounds!
- 14) No persons or camera stands are allowed in flower beds, on walls or other structures such as pools!