The Arboretum, State Botanical Garden of Kentucky  
Photo Policy

Photographs are a wonderful way to remember your visit to The Arboretum, State Botanical Garden of Kentucky. We encourage visitors to take casual photographs for their own personal use. The following guidelines are intended for all visitors, but a permit is necessary for all commercial landscape and portrait photography, including wedding, family, engagement, graduation, prom, senior photos, and so forth. Photography taken during already approved and paid for weddings are not subject to any additional fees.

General Photography Guidelines:
• Please stay on pathways and mowed lawn areas at all times
• Please do not block any pathways or garden areas
• Do not disturb plants, plant labels or containers
• Do not hang backpacks or equipment from trees
• Do not place equipment in planted beds
• Please remember that parties who have booked private events have exclusive rights to their reserved area
• Photography sessions will not disrupt Arboretum work

Commercial Photography:

Fee
Commercial photographers are required to pay a fee of $300.00 cash or check for an annual (January-December) photography permit. Alternatively, a one-session photography permit may be purchased for $25.00 cash or check. Permits are available upon receipt of the fee in the Dorothea Smith Oatts Visitor Center during weekdays 8:30 – 4:00. Photographers must carry permits at all times.

Availability
Commercial photographers must call ahead in order to take photographs at The Arboretum. This is to ensure that there is no conflict with planned events or reservations. Photographers are permitted to take photos in the evenings and on weekends per request and upon approval by The Arboretum. Special permission is required for professional photography in the Kentucky Children’s Garden and will not be conducted during regular operating hours of the Kentucky Children’s Garden.

Liability
The Arboretum is not responsible for any personal or property damage or loss during the photographer’s visit to The Arboretum.
Photo Credit
The Arboretum requires the location credit “The Arboretum, State Botanical Garden of Kentucky, Lexington, KY” in all uses of The Arboretum in print, on the web, in broadcast, or in any other public medium.

Terms and Conditions
1. ALL use of the garden and grounds of The Arboretum must be scheduled in advance by calling Monday-Friday, 8:30a-4:00p, 859-257-6955.

2. ALL photographers are asked to sign-in at the Dorothea Smith Oatts Visitor Center if you arrive during regular business hours.

3. For print advertisements, video to be used in commercials, images to be used for re-sale purposes, or other uses with a large distribution/circulation, prior approval is required. Please call 859-257-6955 to discuss project and approval. Photo credit required.

4. All furniture and container plantings may be used only in their existing locations. They are NOT to be moved.

5. There is no limousine parking allowed in the drop-off circle. Drivers may drop off riders in the circle, but must park in the paved lot.

6. Photographers choosing the $25 per session option area asked to submit payment 24 hours prior to the date of the scheduled session. Checks may be mailed or delivered to the Dorothea Smith Oatts Visitor Center. They must be clearly designated as payment for photo session and the scheduled date referenced. In some instances, with prior permission, payment may be made the day of the session.

7. Any on-site photography deemed inappropriate by Arboretum staff will not be allowed. No photography is allowed which will block gates/entrances to any part of the Gardens or building.

8. The terms of this contract are one calendar year from date of approval unless noted otherwise.

The Arboretum reserves the right to refuse admittance and/or to change its Photo Policy without advance notice. If you have any questions, please contact us at 859-257-6955.
Thank you for your support of The Arboretum, State Botanical Garden of Kentucky
The Arboretum Photography Contract

Professional Photographers (Please select one option below)
______$300.00 for unlimited use for one calendar year (subject to Terms and Conditions of contract)
______$25.00 per single session (up to one hour)*

*Commercial shoots: prices may vary

Please make checks payable to The Arboretum, and mail it, along with this completed form, to
The Arboretum
500 Alumni Drive
Lexington KY 40503

Photographer/Studio Name: ____________________________________________________________

Mailing address: _________________________________________________________________

Phone #: _________________________________________________________________

Email: _________________________________________________________________

Date & time of session (if single pass): _______________________________________________

_________________________________________ ______________________________

Signature Date

_________________________________________ ______________________________

Authorized signature - The Arboretum Date

____ Please check here if you would like the permit mailed to the address listed above.

For Office Use Only:
___Approved    ___ Not Approved    Date received: _______ Amount Paid: ___ Cash or Check ___Card sent