

The Arboretum, State Botanical Garden of Kentucky

500 Alumni Drive, Lexington, KY 40503

Photography Policy and Contract

We encourage visitors to take casual photographs for their own personal use. A permit is necessary for all photo shoots, including but not limited to: portrait, weddings, family events, engagements, graduations, proms, senior photos, and commercial landscape. Photography taken during already approved and paid for weddings are not subject to any additional fees.

I. General Guidelines

- Stay on pathways and mowed lawn areas at all times
- 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
- Persons who have booked private events have exclusive rights to their reserved area
- Maintenance work by Arboretum staff occurs from 8:30 a.m. to 5:00 p.m. Monday through Friday and will not accommodate your photography session.

II. Photo Shoots

A. Fee

Photographers are required to pay a fee of \$300.00 (+6% sales tax) for an annual (January to December) photography permit. A single-use photography permit may be purchased for \$25.00 (+6% sales tax). Permits are available upon receipt of the fee in the Dorothea Smith Oatts Visitor Center during operating hours. The fee can be paid by check via mail or by cash, Visa or Mastercard in the Visitor Center. Photographers must carry their permit at all times.

B. Availability

Photographers must call in advance to schedule a photography session. This ensures there are no conflicts with planned events, garden maintenance or prior reservations. Photographers are permitted to take photos in the evenings and on weekends, with prior approval by The Arboretum.

C. Liability

The Arboretum is not responsible for any personal or property damage or loss during the photographer's visit to The Arboretum.

D. 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.

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III. Terms and Conditions

- A.** All use of the gardens and grounds of The Arboretum must be scheduled in advance by calling the Dorothea Smith Oatts Visitor Center at (859) 257-6955 during normal hours of operation.
- B.** All photographers must sign in at the Dorothea Smith Oatts Visitor Center if arriving during regular business hours. This is for your protection in the event of an emergency.
- C.** Prior approval is required for print advertisements, video to be used in commercials, images to be used for re-sale purposes, or other uses with a large distribution and/or circulation. Please call in advance to discuss your project. Credit location is required.
- D.** All furniture and container plantings may be used only in their existing locations. Photographers may not move any property of The Arboretum, including plant material.
- E.** Parking is not allowed in the drop-off circle. Drivers may drop off riders in the circle, but must park in the paved lot. This includes but is not limited to buses, limousines, personal vehicles, shuttle vans, etc.
- F.** Checks may be mailed or delivered to the Dorothea Smith Oatts Visitor Center. They must be clearly designated as payment for photo session and reference the scheduled date. Credit card purchases must be made in person in the Visitor Center.
- G.** Any photography deemed inappropriate by Arboretum staff is not allowed. No photography is allowed which will block gates and/or entrances to any part of the gardens or Visitor Center.
- H.** 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 this 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.