



# Cylburn Arboretum

## Photo Policy and Application

### 2020



Hobby photographers and garden visitors are welcome to take pictures for personal use without a photo permit. **All formally scheduled photography (photographer & clients; paid or unpaid) require a photo permit** and must be scheduled with the Rental Office. Permit requests must be received at least 21 days prior to the requested date.

#### All visitors please respect the following guidelines:

- Please remain on grass, pathways, and trails, keeping pathways clear and safe for other garden visitors.
- Please keep your feet on the ground; do not climb trees, walls, or benches.
- Please respect our trees; do not climb or sit on trees; do not break or remove branches or leaves.
- Please respect our gardens - do not pick flowers, step or stand in flowerbeds.
- Permitted events will take precedence in the garden.
- Photography must not interfere with other visitor's enjoyment of the gardens.

Permit application may be submitted by email to [garden.events@baltimorecity.gov](mailto:garden.events@baltimorecity.gov) or mailed/delivered to:

Att: Rental Office Coordinator  
Cylburn Arboretum, Vollmer Center  
4915 Greenspring Avenue  
Baltimore MD 21209

**Payments** should be made in the form of a cashier's check or money order made payable to the Director of Finance and mailed or delivered to same address as above.

For questions, to schedule a photo shoot, or for additional information, please contact the Event & Rental Office at:

410-396-4882  
[garden.events@baltimorecity.gov](mailto:garden.events@baltimorecity.gov)

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#### Guidelines for Permitted Photo Shoots:

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- Photo sessions will not be scheduled during other scheduled events unless specially approved.
  - Photographers must have a copy of the permit with them during the photo shoot.
  - Grounds and facilities are open to the public at all times.
  - Due to the nature of the gardens and weather, we do not guarantee the condition or appearance of the gardens or grounds.
  - Published or uploaded photographs must give credit to the location of the photograph.
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Please make all payments for photo shoots in the form of a **Cashier's Check or Money Order, made payable to Director of Finance**. The returned and signed copy of this application will serve as your permit. **Please have a copy available during your photo shoot.**



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## Outdoor Photography Policy (Permits Required)

Parties of 10 or less persons, including the photographer:

- No fee
- Photo session limited to 1 hour (outdoor only)

Parties of 10-19 persons, including the photographer

- \$150 photo permit fee required
- Photo session limited to 2 hours (outdoor only)

Parties of 50 or less, including the photographer:

- \$250 photo permit fee required
- Photo session limited to 2 hours (outdoor only)

## Indoor Photography Policy (Permits Required)

Parties of 10 or less persons, including the photographer:

- \$100 photo permit fee required
- Limited to 1 hour
- Limited to Tuesdays-Fridays, 10-3PM

Parties of 10-19 persons, including the photographer

- \$250 photo permit fee
- Limited to 2 hours
- Limited to Tuesdays-Fridays, 10-3PM

Parties of 20 or more persons including the photographer and all weekend indoor photo shoot requests:

- Regular hourly rental fee applies (Ex. Mansion \$215/hr Fridays 4-12AM; \$250/hr 8-4PM & \$360/hr 4-12AM Saturdays and Sundays)
- Limit based on hours rented (1 hour minimum required 8-4PM)
- Evening rentals must meet minimum requirements (5 hours Tues.-Thursday and 7 hours Friday-Sunday)

Please make all payments for photo shoots in the form of a **Cashier's Check or Money Order, made payable to Director of Finance**. The returned and signed copy of this application will serve as your permit. **Please have a copy available during your photo shoot.**



# Cylburn Arboretum Photo Policy and Application 2020



Please complete and return the following application to the Horticulture Division's Rental Office at least 21 days prior to preferred date. We recommend calling prior to submitting the check date availability.

**Mail/Drop:** Cylburn Arboretum, Vollmer Center  
c/o Event & Rental Office Coordinator  
4915 Greenspring Avenue  
Baltimore, MD 21209

**Email:** Garden.events@baltimorecity.gov  
**Call:** 410-396-4860

A signed copy of this form can be picked up at the Vollmer Center prior to the photo session date. When time allows, a copy will be returned by email or mail prior to the photo session date.

Date Requested: \_\_\_\_\_ Time Requested \_\_\_\_\_

Area requested:

- ☐ Cylburn Arboretum – Gazebo Garden Area
- ☐ Cylburn Arboretum – Areas near the front of the Mansion
- ☐ Cylburn Arboretum – Formal Garden
- ☐ Cylburn Arboretum – Other Areas (please describe) \_\_\_\_\_
- ☐ Cylburn Arboretum – Inside the Mansion (FEE REQUIRED)

Type of Photos: \_\_\_\_\_ Number in Party: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Photographer(s): \_\_\_\_\_

☐ Fee enclosed: \$ \_\_\_\_\_ ☐ Fee Not Required

**I have read and agree to abide by the attached guidelines:**

Client/Photographer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Approving Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Please make all payments for photo shoots in the form of a **Cashier's Check or Money Order, made payable to Director of Finance**. The returned and signed copy of this application will serve as your permit. **Please have a copy available during your photo shoot.**