

CYLBURN ARBORETUM & THE HOWARD P. RAWLINGS CONSERVATORY

Photography Rates & Application

All posed photography (individual, group, fashion, and commercial) requires a permit and must be scheduled, preferably 21 days in advance. Garden visitors are welcome to take pictures of the gardens for personal use without a photo permit.

VISITOR GUIDELINES

- Please remain on grass, pathways, and trails, keeping pathways clear and safe for all visitors.
- Please keep your feet on the ground; do not climb trees, walls, benches, or statues.
- Please do not climb or sit on trees; do not break or remove branches or leaves. Do not hang items on trees or tree branches.
- Please respect the gardens - do not pick flowers, step or stand in flowerbeds.
- Furniture and tents are not permitted on the grounds without prior approval.
- Private rentals will take precedence in the gardens and facilities. If you see an event taking place, please do not enter the space being used.
- Photography must not interfere with other visitor's enjoyment of the gardens.
- Drones are not permitted in public parks or gardens without special permission.

PHOTO SHOOT GUIDELINES

- Photographers must have a copy of the permit confirmation with them during the photo shoot.
- Grounds and facilities are open to the public unless prior approval for private use is given.
- Tri-pods and mono-pods are not permitted in garden beds.
- Private rentals take precedence over photo shoots and will not be scheduled in overlapping locations.
- Due to the nature of the gardens and weather, we do not guarantee the condition or appearance of the gardens or grounds.
- Commercially published photographs must give credit to the location of the photograph. Private clients, please tag us!
 - Howard P. Rawlings Conservatory: @RawlingsConservatory @GardenEventsBaltimore
 - Cylburn Arboretum: @CylburnArboretum @GardenEventsBaltimore

COVID-19 PRECAUTIONS

While COVID-19 impacts our daily activities, visitors, clients, vendors, and participants may be required to follow local and facility issued requirements. Such requirements may include wearing masks and having temperatures taken when entering buildings. More information will be provided upon approval of your permit application.

Additionally, photo shoot clients may be limited to certain days and hours in an effort to keep our facilities open to the public. Photo shoot requests during flower shows and special exhibits/events will not be permitted.





Individual Photo Shoots

(ie., couple, portrait, family)

RATES

Indoor

(10 or fewer people)

Weekdays: \$100/hour

Weekends (Sat-Sun): \$200/hour *(limited to 1 hour during open public hours)*

(11-19 people)

Weekdays: \$200/hour

Weekends (Sat-Sun): \$400/hour

Outdoor

(10 or fewer people)

Weekdays: Up to 1 hour free; \$75/hour for all subsequent hours.

Weekends (Sat-Sun): Up to 1 hour free; \$100/hour for all subsequent hours.

(11-19 people)

Weekdays: \$150/hour

Weekends (Sat-Sun): \$200/hour

Prom/Homecoming Photos (Outdoors at Cylburn Arboretum Only): \$10/student

Any requests for groups larger than listed above and all photo shoots taking place before or after facility scheduled open hours revert back to regular rental fees. Please see the rental rate sheet for more information.

We do not allow photo shoot clients to use the public restrooms or grounds as a changing area. If you need a changing area, room rentals are available in the Cylburn Mansion and Conservatory South Pavilion at \$125/hour during the week and \$250/hour on weekends. For more information and other requests, please contact us.



Proposals & Elopements

RATES

Proposals

Limited to 1 hour; no décor or furniture set-up permitted.

10 or fewer people

(Indoor)

Weekdays \$100/hour

Weekends (Sat-Sun) \$200/hour

(Outdoor)

Weekdays Up to 1 hour, free. \$75/hour for all subsequent hours.

Weekends Up to 1 hour free. \$100/hour for all subsequent hours.

11 to 35 people

(Indoor/Outdoor)

Please see elopement rates below.

*Elopements**

Limited to 35 people, 1 hour, and no furniture or décor set-up permitted.

(Indoor/Outdoor)

Weekdays \$300

Fridays \$450

Sat/Sun \$650

*Please note, clients requesting an elopement should complete the Rental Application.

Reservations taking place before or after facility scheduled open hours or needing additional time for Proposal and Elopement reservations may add time at the regular rental rate to accommodate any decor or furniture set-up and break-down as well as additional time for photographs and first dance.



Fashion & Commercial Photo Shoots

RATES

Indoor

(10 or fewer people)

Weekdays: \$250/hour

Weekends: \$350/hour

Outdoor

(10 or fewer people)

Weekdays: Up to 1 hour free; all subsequent hours \$150

Weekends: Up to 1 hour free; all subsequent hours \$200

(11-19 people)

Weekdays: \$250/hour

Weekends: \$350/hour

Any requests for groups larger than what is listed above and all photo shoots taking place before or after facility open hours revert back to regular rental fees. Please see the rental rate sheet for more information.

We do not allow photo shoot clients to use the public restrooms as a changing area. If you need a changing area, room rentals are available in the Cylburn Mansion and Conservatory South Pavilion at \$125/hour during the week and \$250/hour on weekends.

Some commercial shoots, including videography, may require additional permits from the Baltimore Film Office.



Reservation Process

SUBMITTING APPLICATIONS & PAYMENT

Applications should be submitted by email at least 21 days in advance. Requests submitted 2 weeks or less prior to the date will incur an additional \$25 fee.

Payments can be made using a Mastercard or Visa. Alternatively, money orders and cashier's checks made payable to "Director of Finance" are also accepted. All payments must be received prior to the scheduled photo shoot in order to complete the reservation.

SCHEDULING

To check availability ahead of time for Cylburn Arboretum or the Howard P. Rawlings Conservatory, please contact the following:

- Cylburn Arboretum Photos: 410-396-4860 or garden.events@baltimorecity.gov
- Rawlings Conservatory Photos: 410-396-0008 or photos@rawlingsconservatory.org

AVAILABILITY

Cylburn Arboretum

- Outdoor Gardens/Grounds:
 - Tuesday-Sunday (property closed on Mondays)
 - 8AM - 7:30PM in Spring & Summer
 - 8AM-4:30PM in Fall & Winter
- Cylburn Mansion - by appointment only

Howard P. Rawlings Conservatory:

- Outdoor Gardens: Wed-Sun 10-4PM
- Indoor Gardens:
 - Thursday-Friday 11-3PM
 - Saturday-Sunday 10-4PM

Photo Permit Application

By signing below, I confirm that I have received, carefully read, understand, and agree to the guidelines set forth in this document, governing the use of the Cylburn Arboretum and the Howard Peters Rawlings Conservatory and Botanic Gardens (also referred to as the "Venue"). I also understand that non-compliance with the guidelines could result in forfeiture of all fees, warrant additional billing equal to or less than costs incurred by the Venue, and cancellation of this and future photo shoots and events at the Venue.

Furthermore, I indemnify and hold harmless The Venue, its employees, officers, and directors from any damages, actions, suits, claims or other costs (including reasonable attorney's fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by use of any of The Venues. This includes any acts or omissions on my part, my employees, officers, directors, independent contractors or other agents. I will notify The Venue of any damage or injury, regardless of the cause of such damage or injury.

Cancellation Policy: No refund will be made for photo shoot permits cancelled less than 7 days out.

Preferred Date: _____ Preferred Time: _____

Preferred Location (please check all that apply):

- Cylburn Arboretum
4915 Greenspring Avenue, Baltimore, MD 21209
 - Cylburn Mansion Interior (fee required)
 - Cylburn Mansion Porch
 - Formal Garden
 - Gazebo
 - Other _____

- Howard P. Rawlings Conservatory
3100 Swann Drive, Baltimore, MD 21217
 - Interior Gardens (fee required)
 - Exterior Gardens
 - Other _____

Type of Photo Shoot:

- Couples/Family Portraits
- Professional (head shots)
- Prom/Homecoming
- Fashion/Commercial (consultation required)
- Proposal
- Elopement (requires event application)
- Other _____

in Party (include photographers): _____

Today's Date _____

Client Name: _____

Email: _____

Phone: _____

Address: _____

Signature: _____

Electronic signatures accepted.

Photographer Name(s):

Email: _____

Phone: _____

Administrative Use Only:

Date Received: _____ Fees Paid: _____

Processed By: _____