



Pittsburgh Botanic Garden Photography

This professional photography agreement covers still photography, film and videotaping.

Commercial Photography:

Commercial photography includes advertising agencies, public relations firms, marketing groups, corporate communication offices, commercial photographers and any other professional groups shooting photography for use in display advertising, television and electronic commercials, feature films, brochures, product literature, annual reports, collateral publications, training videos and any other industrial and advertising projects.

Please note:

- Photo credit identifying Pittsburgh Botanic Garden will be required for all social media sites
- All representations that are intended for commercial purposes must submit a request to the garden at least two weeks in advance

Fee Structure:

- \$100 for two hours
- Overtime fee of \$75 per hour
- Arrangements need to be made two weeks in advance
- General liability insurance is required

Non Commercial Photography: *(open to public)*

All portrait shoots, such as family photography are permitted in the garden during day light hours. Photographers and visual artist may not use their representations of the garden for any public purpose unless otherwise approved

General Guidelines:

- A garden staff member may or may not be present during sessions.
- For the safety of the visitor, all photography must take place on designated trails.
- The Pittsburgh Botanic Garden reserves the right to refuse permission to any photographer or visual artist.
- Request for photography must state the location within the garden for the proposed session, the number of people expected, and the anticipated time of session.
- All fees must be paid in advance
- Animals are not allowed on garden property at any time, except for service animals.
- Vehicles are not allowed beyond the gardens parking lot.
- No smoking is permitted on any part of the garden's property.
- Visitors must wear appropriate shirts and shoes at all times during their visit.
- It is up to the client to track the hours selected for photo/film sessions, overage fees will be charged for extending session hours.
- Clients will be able to have one prior, one hour visit, to select desired location for session. A garden staff member may or may not be present for this visit.
- If the session is rained out, a rain date will be given. The rain date is good for one calendar year from the date on your permit.
- No alcoholic beverages are allowed on garden property.
- Areas are first come, first serve for bookings. There may be private events going on during your session and these areas will be restricted at that time.

Insurance and Indemnification:

- The photographer shall provide a certificate of Insurance at least five working days before the scheduled photo shoot. The certificate shall name Pittsburgh Botanic Garden as an "additional insured" for the duration of the use of the garden facilities, and shall include broad form property damage and personal injury coverage with a combined

single of no less than 1 million (1,000,000) per occurrence. The photographer agrees to indemnify, defend and save harmless Pittsburgh Botanic Garden, its agents, officers and employees from and against any and all liability. Pittsburgh Botanic Garden is not responsible for any lost or damaged property.

Photographer/ Client contact info:

Name: _____

Phone: _____

Email: _____

Address: _____

Date/ time of scheduled photo shoot:

Please make check payable to Pittsburgh Botanic Garden and remit to:

(Please include photo shoot fee on check memo line)

Pittsburgh Botanic Garden
850 Poplar Street
Pittsburgh, PA 15220

I, _____ (client), have read in full and agree to abide by the Pittsburgh Botanic Garden foregoing commercial photography policies and fee schedule. I am aware that any breach of these policies can result in the cancellation of my session.

Client signature

Date

Photographer signature

Date

Facilities coordinator

Date