



BAYARD CUTTING ARBORETUM

FOR OFFICE USE ONLY		
# of pre-paid vehicles		Amount paid
Limo(s)* at \$8		\$
Car(s) at \$ 8		\$
Buses \$75 permit*		\$

Event Photography Permit

440 Montauk Highway/PO Box 907 - Great River, New York 11739 - Tel: 631-581-1002

Date of Event: _____ Bride/Groom/Family Name: _____

Email Address: _____

Type of Event: _____ Wedding Photography (\$100) _____ Outdoor / Posed Photography (\$100)
(Engagement Photos, Family Photos, Children's Photos, etc.)

Find below the conditions of this permit. Please read and initial or sign as directed to indicate your acceptance of the terms and conditions of this contract.

1) Photography/Ceremony Session time duration: 1.5 hours only

11:00a-12:30p Noon-1:30p 1:00p-2:30p 2:00p-3:30p

NOTE: ALL VEHICLES MUST PAY \$8 Vehicle Use Fee when permit is completed.
Buses* require a separate permit and additional \$75 fee. [Checks payable to New York State OPRHP.](#)

2) CANCELLATIONS: "No Shows" are not entitled to a refund. Cancellations with 30 or more days' notice prior to the event date will be entitled to a full refund, less a \$10 administrative fee. Cancellations with less than 30 days' notice and/or due to inclement weather during the above listed date and time may submit a written request for a refund and are considered at the discretion of Park Management. If approved, a refund of 50% of the cost of the permit, less a \$10 administrative fee, will be issued to the applicant. Written requests for refund should be sent to Bayard Cutting Arboretum, P.O. Box 907, Great River, NY 11739. **Requests for refunds must be received within 90 days of the above listed event date.**

The undersigned agree to abide by New York State policies, as well as the terms and conditions of this permit. Permittee agrees to follow Arboretum staff instructions regarding time of admission and departure, protection of property, and rules and regulations.

Applicant Name: _____ Applicant Signature: _____

Address: _____ Phone: _____

Bayard Cutting Arboretum Approval: _____ Date: _____

*Bus Permit Required for vehicles 15+ passengers: In accordance with New York State Vehicle & Traffic Law definition of 'bus', vehicles having a seating capacity of more than 15 adults in addition to the driver require a Group Use Permit. This permit can be obtained in the Park office or <https://parks.ny.gov/regions/long-island/> under **GROUP USE APPLICATION.**

Permit Conditions and Policies Regarding Posed Photography at Bayard Cutting Arboretum

1. All posed photography sessions are for outdoor areas ONLY.
2. Vehicles MUST park in the visitor parking lot (unless directed by Arboretum staff) and all visitors MUST WALK to the desired photography location (with exception of restricted areas).
3. The Arboretum has prohibited access to the following sensitive plant areas:

Photography is NOT PERMITTED in the Woodland Garden or on Breezy Island. See map.

4. At Bayard Arboretum our primary mission is the protection of trees and plant life. Prohibited during your photography session:
 - NO Chairs, Tents, or Structures of any kind may be set up on park grounds
 - NO Drones, Balloons, Rice, Doves, Animals, Rose Petals or Confetti
 - NO Alcohol or disorderly conduct
 - NO walking or sitting in flower beds or sitting in trees
 - DO NOT rearrange or move existing seating
5. Permits are available when the Arboretum is open to the public and must be approved at least one week prior to the event date. You must abide by session time assigned.
6. Permits may be limited or unavailable during holidays, holiday weekends, or when special events are scheduled at the Arboretum.
7. Permittee MUST carry permit and presented upon request to Park Police or Arboretum Staff.
8. Areas of the facility used by the permittee should be left in a condition equal to that existing on arrival. Permittee is responsible for all clean-up work and disposal of all litter in provided receptacles.
9. No guarantee of privacy is made during the Arboretum's operating hours. You may not obstruct or interfere with the free flow of pedestrians or vehicular traffic. Please respect the right of all visitors to enjoy the Arboretum. Permittee and their party may not block Arboretum staff from access or interfere with their assigned duties.
10. Permit fee does not include admission to the Arboretum. From April through November, ALL vehicles are required to pay the New York State Parks \$8 Vehicle Use Fee. Vehicles considered 'Buses' require a separate permit * (\$75 fee applies) – please see note for full explanation.

