**Application for Photography Permit**

Office Use Only:

Date permit issued \_\_\_\_\_\_\_\_

Payment received\_\_\_\_\_\_\_\_\_\_

Initial\_\_\_\_\_\_\_\_

***Planting Fields Arboretum State Historic Park***

***1395 Planting Fields Road***

***Oyster Bay, New York 11771***

**Hours of Operation: 9:00am – 5:00pm**

**Please call or e-mail us for information: (516) 922-8605**

**PFA@parks.ny.gov**

Date of Photography: \_\_\_\_\_\_\_\_\_\_ Arrival Time: \_\_\_\_\_\_\_\_\_\_# in Party\_\_\_\_\_\_# of Cars\_\_\_\_\_\_

Applicant(s) full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Photography: \_\_\_\_\_\_\_\_ Outdoor Wedding Photography **($250)**

(Please Check One)

 \_\_\_\_\_\_\_\_ Outdoor General Photography **($100)**

 (Engagement Photos, Family Photos, Sweet 16/15, etc.)

Greenhouse Photography: \_\_\_\_\_\_\_\_ Camellia Greenhouse Photography **($250)**

**Advanced booking REQUIRED; Available from 10am to 4pm (closed Tuesdays) April to October. Can only be utilized as a backup in case of rain.**

Photography in the Camellia Greenhouse is extremely limited and must be approved by the Park Manager. **Interested applicants must email PFA@parks.ny.gov in advance to check availability**. Permitholder must agree to abide by the Greenhouse rules and regulations such as: no moving of doors, no standing or placing camera stands in flower beds, absolutely no access to staircase!! Any of the above mentioned will be subjected to removal from the Greenhouse and possibly even arboretum grounds! Inside the Main Greenhouse and Coe Hall Mansion are not an option for photography.

**Photography time: 1 ½ hours between the hours of 9:00am to 5:00pm.**

For advanced bookings, you will need to complete one of the following:

1. Mail in completed photo permit application with payment (check or money order) to **1395 Planting Fields Road, Oyster Bay, NY 11771.** Please include a self-addressed and stamped envelope for staff to mail back a receipt. Checks can be made payable to **OPRHP-LI.**
2. Stop down in person to our administrative office to apply for a permit. Payment must be received with application to validate permit. Permit applications are not accepted by email. Payments are not accepted electronically or by phone.

**\*\*Please note: if collecting parking fees, you will be charged an $8 Vehicle Use Fee to enter the grounds. Buses will be charged $35.**

**If you do not abide by all the rules and regulations of the arboretum and its staff, you and your party will be escorted off the grounds whether you have finished your shoot or not! No refunds or reschedules will be issued to those who do not fully cooperate with these procedures!**

**I certify that I have read, understand, and will comply with the terms, conditions and guidelines listed.**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Photographer/Studio Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\* Note to Photographers: If you are doing multiple photo shoots in one day with multiple clients, we require that a permit be purchased for EACH session. \*\***

**Photography Guidelines**

**Planting Fields Arboretum State Historic Park Oyster Bay, NY 11771**

* **No alcohol**
* **No tripods/monopods are allowed in greenhouse or garden beds**
* **No walking or standing in flower beds**
* **No leaning of any equipment or props on plants**
* **No walking or standing on garden walls, benches, or structures**
* **No misting, wetting, pruning, cutting of plants or picking of flowers is allowed**
* **No climbing of trees**
* **Bringing in balloons, plants, animals, etc., is strictly prohibited**
* **No moving of garden benches, stakes or other garden structures is allowed**
* **NO DRONES**
* **Event areas may not be available for photography**
* **Photography sessions are allotted a maximum of 90 minutes**

**Permitholders who fail to comply with the established rules and regulations will be required to leave the premises immediately. No refunds will be issued, and rescheduling will not be permitted. Thank you for your cooperation!**

**I certify that I have read, understand, and will comply with the terms, conditions and guidelines listed**:

Print Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Permit: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms and Conditions**

1. **Parking Fees:** Each vehicle will be charged $8 Vehicle Use Fee. Photographers are not exempt from this fee. If your vehicle is a bus, trolly, large van, etc. the fee will be $35. Parking fee collection is in effect from April to November.
2. All permitholders and their parties MUST park in Visitor Parking in appropriate spaces. Vehicles are not permitted to drive further then the parking lots even for drop-off or pick-up. Driving past the parking lots may result in surrendering your rights as a permitholder.
3. Permitholders must always carry their receipt for proof of purchase while on Arboretum grounds, which must be made readily available if asked for by Arboretum Staff or Park Police.
4. There is no facility for change of clothing in the Arboretum.
5. No alcoholic beverages are permitted in the Arboretum. The areas surrounding Coe Hall Historic House as well as the gardens are smoke free zones.
6. The Arboretum is a public place; therefore, no privacy will be guaranteed to permitholders.
7. Permitholders may not obstruct or interfere with the flow of pedestrians or vehicular traffic.
8. Permitholders may not interfere with the use of premises for park and recreational purposes by the public.
9. Permits may be limited on holidays, weekends or when special events are scheduled which may impact facility use.
10. Absolutely no balloons, confetti, rice, rose petals, doves (pets) or drones are allowed on the grounds!
11. No persons or camera stands are allowed in flower beds, on walls or other structures such as pools!
12. **Cancellation Policy:**

Cancellations received more than 30 days prior to the reserved date, a full refund will be issued less a $10 Processing Fee.

Cancellations received more than 10 days but less than 30 days prior to the reserved date, a 50% refund will be issued less a $10 Processing Fee.

Cancellations received less than 10 days prior to the reserved date will not be refunded.

All requests for refunds must be received in writing along with any documentation to:

**Long Island State Parks**

**Regional Finance Office**

**PO Box 247**

**Babylon, New York 11702**