

Group Photography at the Gardens — 2016/2017



POLICIES AND PROCEDURES

Please read the following policies and procedures carefully before submitting your registration form. These policies and procedures must be strictly adhered to. Your compliance is greatly appreciated.

- 1) A minimum, prepaid, non-refundable registration fee of \$200 applies to all group photography at Royal Botanical Gardens. (RBG members receive a 10% discount (\$172).
RBG member fee is ONLY VALID IF:
 - a. A copy of membership card is attached to registration form.
 - b. Registration payee is the same person who holds the membership.
- 2) Royal Botanical Gardens books a maximum of four wedding groups in each gardens option in each three-hour timeslot.
- 3) NUMBER OF GUESTS: The registration/permit fee allows up to 20 people to pose for photos within your predetermined garden choice and timeslot. Additional guests are \$6 per person, up to a maximum of 10 additional guests (30 people altogether in your party). The registration fee (and fee for additional guests if applicable) must be **paid in advance**.
- 4) CONFIRMING A SPOT: To book a photography permit, RBG requires a completed and signed registration form, along with full payment. **The registration/permit fee is a one-time user fee and NOT a private room rental fee.**
- 5) PARKING/ACCESS TO GARDENS: There are parking lots located at every garden entrance. RBG prohibits vehicle access through the service gate entrances at Rock Garden or Hendrie Park. Limousine parking or idling at guest/gate entrances is strictly prohibited. Vehicles that do not comply are ticketed or towed.
- 6) ARRIVAL AND SESSION TIME: Upon arrival, please check in with kiosk staff at your selected location. All Royal Botanical Gardens areas are public access (with paid admissions) during regular business hours.
- 7) LOCATION/TIMESLOT: Your predetermined location and/or timeslot cannot be changed without prior consent from RBG — **no exceptions**. If you have chosen a garden option that does not include our indoor garden, we CANNOT provide this garden as a last minute back-up. If concerned about weather, we suggest that you book the Mediterranean Garden / Hendrie Park option, as you have access to the indoor garden with this choice. (PLEASE SEE THE REGISTRATION FORM FOR A LIST OF TIMES AND GARDEN CHOICES).
- 8) In accordance with the Liquor License Act, the consumption of alcohol on RBG property (including park areas) during photography sessions is strictly prohibited.
- 9) Water features are not in operation from October 1 to April (weather dependent).

PHOTOGRAPHY REGISTRATION — 2016/2017



Royal Botanical Gardens is pleased to be taking registrations for photography. These procedures allow for a less congested, safer, and more enjoyable experience for all. **Please read the Policies and Procedures completely prior to completing and signing this form.**

PHOTO DATE: _____

NAME/ORGANIZATION: _____

MAILING ADDRESS: _____

CITY/PROVINCE: _____ POSTAL CODE: _____

TELEPHONE – Home: _____ Business/Cell: _____

FOR WEDDINGS ONLY – BRIDE'S NAME: _____

GROOM'S NAME: _____

PHOTOGRAPHER'S COMPANY NAME: _____

PHOTOGRAPHER'S NAME: _____ TELEPHONE: _____

LOCATION (ONE CHOICE): **MAY TO OCTOBER**

- Mediterranean Garden / Hendrie Park (INDOOR/OUTDOOR)
 Hendrie Park (OUTDOOR) Laking Garden (OUTDOOR) Rock Garden (OUTDOOR)

NOVEMBER TO APRIL

- Mediterranean Garden (INDOOR)

TIME SLOT: 10 a.m. to 1 p.m. 1 p.m. to 4 p.m. 4 p.m. to 7 p.m.

FEE: \$200.00 \$100.00 with RBG ceremony booked N/C with RBG reception booked

\$172.00 (with valid RBG membership — copy of membership must be attached, please read Policies)

PLUS \$6.00 x _____ (Additional guests, up to a total of 10) = \$ _____

TOTAL AMOUNT ENCLOSED (includes HST): \$ _____

I have read the Policies and Procedures. SIGNATURE: _____

REGISTRATION MUST INCLUDE PAYMENT

- VISA MASTERCARD AMEX CASH PERSONAL CHEQUE DEBIT

CARD HOLDER: _____ EXPIRY DATE: _____

CARD NUMBER: _____ SIGNATURE: _____

MAIL TO: Photography Registration
Royal Botanical Gardens
P. O. Box 399, Hamilton, Ontario L8N 3H8

OR FAX: 905-577-0375
CALL: 905-527-1158, ext. 232