

# Group Photography at the Gardens — 2010/2011



## 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. A registration receipt is given in person or sent by mail once payment has been processed. **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) ROCK GARDEN REGISTRATIONS: Rock Garden may not be available for 2010/2011 photography. We ask that you call RBG to check and confirm availability before sending your registration.
- 9) The consumption of alcohol on RBG property, including park areas, is strictly prohibited in accordance with the Liquor License Act.

# PHOTOGRAPHY REGISTRATION — 2010/2011



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**

- Laking Garden / Hendrie Park (OUTDOOR/OUTDOOR)  
 Mediterranean Garden / Hendrie Park (INDOOR/OUTDOOR)  
 Rock Garden / Hendrie Park (OUTDOOR/OUTDOOR) SEE POLICIES #8. ROCK GARDEN AVAILABILITY

**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