

GROUP PHOTOGRAPHY REGISTRATION 2020



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

Today's Date* _____

Photo Date* _____

**Please note Saturday dates are reserved for weddings*

Name _____

Mailing Address _____

City / Province _____ Postal Code _____

Telephone / Home _____ Business/Cell _____

Reason for photography: Engagement, Birthday, Family Reunion etc. _____
(this form is not applicable for weddings)

Photographer's Company _____

Photographer's Name _____ Photographers Phone Number _____

Location (ONE CHOICE) May to October

Mediterranean Gardens /Hendrie Park (indoor & outdoor) Arboretum (outdoor only, May-August)

Laking Garden (outdoor only) Rock Garden (outdoor only)

November to April

Mediterranean Gardens (indoor)

Time Slots 10:00am-12:00pm 12:00pm-2:00pm 2:00pm-4:00pm 4:00pm-6:00pm (April-August)

Number of people attending (including the photographer) Pricing includes HST

1-3 people- \$67.80 **Plus** \$11.30 x _____ (additional guests, up to total of 10) = \$_____.00

Total Amount Enclosed: \$ _____

I have read the policies and procedures

Signature: _____

Print Name: _____

Registration Must Include Payment

Visa MasterCard Cash Cheque Debit

Card Holder _____ Expiry Date _____ CVV Code _____

Card Number _____ Signature _____

Mail to: Royal Botanical Gardens / Photography Registration
680 Plains Rd West Burlington, ON L7T 4H4

Or Fax: 905-577-0375/email rcalder@rbg.ca
Call: 905-527-1158 ext. 232

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 applies to all group photography at Royal Botanical Gardens
2. Royal Botanical Gardens books a maximum of four groups in each garden option per 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 \$10 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. Please inform all photographers/videographers and photography companies that RBG strictly prohibits the use of drones on RBG property.
9. In accordance with the Liquor License Act, the consumption of alcohol on RBG's property (including garden areas) during photography sessions is strictly prohibited. RBG is a smoke-free facility, including e-cigarette's and cannabis.

By signing below you agree with all RBG policies and project procedures on behalf of all attending parties. Noncompliance results in future action and immediate removal from the property.

Signature _____