



194 Bayville Road • Locust Valley, NY 11560 • 516.801.1458

PERMIT HOLDER GUIDELINES

As the photography session permit holder, you agree to the following:

- Photo sessions will not be scheduled until a signed permit application is received. When permit is received, a signed, approved permit will be emailed to permit holder with an invoice for payment. Full payment and approved permit application are due in order to schedule a shoot.
- Bailey Arboretum may cancel this permit or make changes to it to meet health and safety mandates and protocols issued by local, state and federal authorities. If the permit is canceled because of these mandates, a full refund will be issued.
- If you wish to view the grounds prior to applying for your permit and the Admission's Gate is open, permit holder will be charged a \$5 Vehicle Use Fee to enter. The Admission's Gate is typically open April 1- November 30.
- Photography is permitted outdoors only unless the indoor session is approved by the Event Coordinator 30 days prior to the photography session date.
- Bailey Arboretum is open to the public. No privacy is guaranteed to permit holders.
- Permit holders must carry their approved permit while on the grounds and present it to staff upon request.
- Wedding Photography is limited to immediate family and bridal party only.
- If a bus, limousine or large vehicle will be used, vehicle must park on Bayville Road, outside of the main entrance gates to Bailey Arboretum to unload passengers. Large vehicles cannot enter the parking lot.
- Engagement photography is limited to the bride and groom only.
- Family photography session is limited to immediate family only.
- No tents or canopies may be erected.
- Vehicle (s) are not permitted on service roads and must be parked in the main parking lot. Driving onto service roads will result in removal from the premises.
- No reservations can be made for specific areas and certain areas may not be accessible if an event is scheduled.
- Photo sessions are not permitted in the Children's Habitat.
- Permit is to be used rain or shine unless a rain date is approved by Event Coordinator and a new permit is submitted.
- No drones, flower petals, confetti or helium balloons are allowed on the grounds.
- No people or camera tripods are allowed in/on any structures, walls, flower beds, trees, plants or ponds.
- Alcohol is not permitted on the grounds at any time.

We value our relationships with photo shoot clients and photographers at Bailey Arboretum. It is important that our guidelines are adhered to for the safety of all. Failure to follow the above guidelines and directives given by Bailey Arboretum staff will result in dismissal from the grounds and can jeopardize future visits to Bailey Arboretum. No refunds/reschedules will be issued to those that do not follow guidelines.

Permit Holder Signature: _____ Date: _____

Approved: _____ Date: _____