



** Any Vehicle with 15 seating capacity (\$75 permit)*

Event Photography/Ceremony Permit

Date of Event: _____ Applicant's Name: _____

Permit (Fee \$250): _____ Wedding Photography _____ Posed Photography

Permit (Fee \$450): _____ Wedding Ceremony & Wedding Photography

Photographer Name & Address, Phone: _____

1) Photography/Ceremony Session time duration: 1.5 hours only

☐ 11:00a-12:30p ☐ Noon-1:30p ☐ 1:00p-2:30p ☐ 2:00p-3:30p

Sessions cannot be reserved unless payment has been made in full.

NOTE: ALL VEHICLES MUST PAY \$8 Vehicle Use Fee when VUF is in effect and when permit is issued. Buses* require a separate permit and additional \$75 fee. Checks payable to New York State OPRHP.

2) **CANCELLATIONS:** "No Shows" are not entitled to a refund. Cancellations with 30 or more days' notice prior to the event date will be entitled to a full refund, less a \$10 administrative fee. Cancellations with less than 30 days' notice and/or due to inclement weather during the above listed date and time may submit a written request for a refund and are considered at the discretion of Park Management. If approved, a refund of 50% of the cost of the permit, less a \$10 administrative fee, will be issued to the applicant. Written requests for refund should be sent to Bayard Cutting Arboretum, P.O. Box 907, Great River, NY 11739. **Requests for refunds must be received within 90 days of the above listed event date.**

The undersigned agrees to abide by New York State policies, as well as the terms and conditions of this permit. Permittee agrees to follow Arboretum staff instructions regarding time of admission and departure, protection of property, and rules and regulations.

Applicant Name: _____ **Applicant Signature:** _____

Address: _____ **Phone:** _____

Email Address: _____

Bayard Cutting Arboretum Approval: _____ **Date:** _____

*Bus Permit Required for vehicles 15+ passengers: In accordance with New York State Vehicle & Traffic Law definition of 'bus', vehicles having a seating capacity of more than 15 adults in addition to the driver require a Group Use Permit. This permit can be obtained in the Park office or <https://parks.ny.gov/regions/long-island/> under **GROUP USE APPLICATION**.

Permit Conditions and Policies Regarding Event Photography & Wedding Ceremony

Bayard Cutting Arboretum

PLEASE INITIAL

- ☐ All photography & ceremony sessions are for outdoor areas ONLY (rain or shine), no exceptions.
For ceremonies: Capacity is limited to 20 people.
- ☐ All vehicles MUST park in visitor parking lot (unless directed by Arboretum staff) and all visitors MUST WALK to the desired photography & ceremony location.
- ☐ Plant sensitive areas cannot be used for photography & ceremony session:
Woodland Garden and Breezy Island.

Photography/Ceremony NOT PERMITTED in Woodland Garden & Breezy Island (See map)

- ☐ Bayard Cutting Arboretum's primary mission is the protection of trees and plant life. The following rules apply to permittees and guests:
 - NO Chairs, Tents, or Structures of any kind are allowed
 - NO Drones, Balloons, Rice, Doves, Animals, Rose Petals or Confetti
 - NO Alcohol or disorderly conduct
 - NO walking or sitting in flower beds or damaging trees
 - DO NOT rearrange or move existing seating, tables or property
 - NO Music, NO Amplification
- ☐ Permits are available during Arboretum operating hours (open to the public) and must be approved at least one week prior to the event date. You must abide by session time assigned or forfeit your session. Permit holder may not stay past the designated end time of session.
- ☐ Permits may be limited or unavailable during holidays, holiday weekends, or when special events are scheduled at the Arboretum.
- ☐ Permittee MUST carry permit and presented upon request to Park Police and Arboretum Staff on request.
- ☐ Areas of the facility used by the permittee should be left in same condition that existed upon arrival. Permittee is responsible for all clean-up and disposal of all litter in provided receptacles.
- ☐ Manor House bathrooms are public areas and are not available as dressing rooms and/or bridal suites.
- ☐ No guarantee of privacy is made during your session (normal operating hours). Please respect the right of all visitors to enjoy the Arboretum. You may not obstruct or interfere with the free flow of pedestrians or traffic. Permittee and their party may not block Arboretum staff from access to grounds, buildings or areas, or interfere with their assigned duties.
- ☐ Event Photography/Ceremony Permit fee does not include parking fees. All vehicles are required to pay New York State vehicle use fee of \$8 when in effect (March-November). Large capacity transportation*, defined as having a seating capacity of 15 adults, requires a separate bus permit and fee – please see below for explanation.



***Bus Permit Required for vehicles 15+ passengers:** In accordance with New York State Vehicle & Traffic Law definition of 'bus', vehicles having a seating capacity of more than 15 adults in addition to the driver require a Group Use Permit. This permit can be obtained in the Park office or <https://parks.ny.gov/regions/long-island/> under **GROUP USE APPLICATION**.