



Photography Policies + Procedures

Our Mission is “to inspire understanding, appreciation and conservation of plants in gardens and natural areas, and to advance a sustainable relationship between people and nature.” Photographers, videographers and artists are welcome to use the North Carolina Botanical Garden (NCBG) display collections and nature trails. We hope that you will credit the NCBG in your work, regardless of the category you appear in below.

APPLICATION PROCEDURE FOR NON-COMMERCIAL PHOTOGRAPHERS

Individual non-commercial photographers, videographers and artists, when visiting on their own, do not need to register, but must avoid damage to collections and disruption of visitors and garden activities. Non-commercial photographers, videographers and artists visiting with a group must complete the attached reservation form, although there is no fee. Such groups may be asked to restrict their activities to certain places or times, depending on the Garden’s schedule and the size of the group.

Examples of non-commercial photography sessions include: nature photography, UNC student photography, hobby photography, etc

APPLICATION PROCEDURE FOR PROFESSIONAL/COMMERCIAL PHOTOGRAPHY

All professional/commercial photography at the NCBG must complete the attached reservation form and submit the reservation fee.

- Contact the Event Manager at least 7 days in advance to confirm that the date and location is available:
North Carolina Botanical Garden Campus | Janna Starr | 919.537.3819 | jstarr@unc.edu
- Complete the attached reservation form.
- Email the completed form to the appropriate manager listed above or return to the reception desk on the day of your session.
- A non-refundable payment (cash or check only) can be made at the time the reservation or on the day of the session at the reception desk. Make checks payable to North Carolina Botanical Garden.
 - Photography/video that requires multiple equipment and entourage = \$75 per 2 hours
 - Photography/video that requires minimal equipment and subject = \$25 per 2 hours

Examples of professional/commercial photography sessions include: wedding/engagement photography, family photography sessions, Quinceañera photography, professional headshots or portraits, commercial/marketing /advertising photography, etc

HOURS OF AVAILABILITY

Monday – Friday, 9:00a.m. – 5:00p.m. | Saturday, 9:00a.m. – 5:00p.m. | Sunday, 1:00 – 5:00p.m.

FACILITIES & PARKING

Group number should be no greater than 20 without prior approval. Clients need to arrive camera-ready as there are no dressing room facilities. Photographers, their clients and equipment are restricted from garden collections and planted areas and may not block or interfere with normal pedestrian or vehicular traffic. Session must occur on open areas, pathways and boardwalks – all people and equipment must remain out of garden collections/planted areas – no exceptions. The NCBG does not provide any equipment. With the exception of service dogs, pets are not permitted. Parking may not be reserved exclusively for any group reserving space at the NCBG facilities during business hours; however, we will work with you in identifying alternative parking strategies. Public transit or carpooling are encouraged. Please call ahead of information regarding accessibility.

LIABILITY

NCBG disclaims any responsibility for any personal property or equipment of photographer that is lost or damaged during the event. Photographer and/or user group shall be responsible for any damage to NCBG’s indoor facilities or outdoor premises caused by the photographer or user group, as applicable.

SMOKING

As part of UNC-Chapel Hill, the NCBG is a non-smoking facility. Smoking is therefore not permitted in anywhere on the property.

MATTERS NOT HEREIN PROVIDED

All matters not expressly herein provided for shall be in the discretion of NCBG.

Photography Session Reservation Form

Upon completion, please return this form along with the signed/initialed pages and the reservation fee (if applicable) to the appropriate person under "Application Procedure" or the NCBG Reception Desk.

DATE OF APPLICATION _____

NAME OF PHOTOGRAPHER + STUDIO _____

PHONE _____ EMAIL _____

PURPOSE OF PHOTO SESSION _____

LOCATION OF PHOTO SESSION _____

DATE OF PHOTO SESSION _____ TIME OF PHOTO SESSION _____

EXPECTED HEADCOUNT _____

Release + Hold Harmless Agreement

I have read, and I understand and accept the terms of the North Carolina Botanical Garden's Photography Policies + Procedures. As part of the consideration for holding my meeting/event at the North Carolina Botanical Garden (NCBG), I, on behalf of my user group, hereby release, hold harmless, and forever discharge The University of North Carolina at Chapel Hill, and its employees and agents acting within the course and scope and of their official responsibilities from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, property damage, or personal injury, including death, that may be sustained while using/renting the facilities of the North Carolina Botanical Garden, except for damages caused by the negligence of the University, its agents and employees. I am fully aware of the risks and hazards associated with this event. I agree that this is binding on me, our heirs, assigns, and personal representatives. I hereby certify that I have the authority to enter into this agreement, including the release and hold harmless portions, on behalf of my user group. I further certify that I am 18 years of age or older.

I have read, and I understand and accept the terms of the NCBG's photography Policies + Procedures and Release + Hold Harmless Agreement:

Printed Name of Representative of User Group (Must be 18 years of age or older)

Signature of Representative of User Group

Date

Accepted on Behalf of the North Carolina Botanical Garden

NCBG Office Use Only:

Total Fee _____ Date Full Payment Received _____