



Knoxville Botanical Garden and Arboretum Professional Photography Policy

The Knoxville Botanical Garden and Arboretum (KBGA) welcomes the opportunity to host professional photographers and their clients. We invest substantial funding and effort each year to ensure the grounds are beautifully maintained for garden enthusiasts, local students and the entire community. KBGA has become a popular location for all types of photography, and the positive attention that professional photographers bring to The Garden is greatly appreciated. In order to work more closely with photographers and aid compliance of guidelines, the following policy has been implemented.

PROFESSIONAL PHOTOGRAPHY POLICY

- For the purposes of this policy, a Professional Photographer is defined as someone who is being paid to take photographs on KBGA property.
- Those who wish to use the grounds of KBGA for their commercial use are required to join as members of The Garden at the **Photographer** level of \$100 or more. These funds directly support the maintenance and development of the KBGA grounds and gardens. As a benefit of this membership, the photographer's website will be listed on the KBGA website. Membership must be current and renewed annually.
- Upon receipt of membership dues, an ID card with lanyard will be issued and should be worn at all times when working with clients in the gardens. The lost lanyard replacement fee is \$10.00.
- Hourly photography rates are available for those who may need a one-time photo session.
- All photographers must sign in at the Visitor Center upon arrival. (The office is closed on weekends, however there is frequently staff on the grounds. You will be asked to display your ID card).

PHOTO CREDIT

- The KBGA requires the location credit *Knoxville Botanical Garden and Arboretum, Knoxville, TN* in all commercial uses of images taken in the Garden.

ADDITIONAL INFORMATION

- The KBGA reserves the right to deny access to the grounds for photography purposes to anyone (including members), if the photo shoot conflicts with other scheduled events. Those renting the grounds for special events receive priority.
- Access to the red garden apartment above the garage, patio and walkway is restricted to staff and renters only. Please do not disturb residents.

We appreciate your help in maintaining our standards and protecting both the gardens and architectural structures while on the property.

Questions, comments, and concerns are welcome by the staff at the Visitor Center or by e-mail at info@knoxgarden.org.

GUIDELINES

When on the Garden’s premises, we ask that you honor our photo policies, which reflect our commitment to protecting the aesthetics, beauty, and delicate nature of our Garden. Those who do not comply will be asked to leave. The Garden maintains the right to adjust these policies in specific instances to protect the best interests of the Garden.



- Photographers will be held accountable for themselves as well as their clients while working on the grounds.
- Photographers and clients must stay on walkways or grass at all times.
- Please do not walk in or through any garden beds. Do not pose subjects in the garden beds, including all mulched areas, as plants may be dormant and not visible.
- Please respect KBGA property by not climbing on the stone walls, trees or structures for photos.
- Do not intrude on the space given to scheduled events and reduce noise levels near these events.
- Please be respectful of all visitors and other photographers by not restricting access to any part of The Garden.
- Please do not leave any props or equipment unattended or on any walkways. Photographers assume full responsibility for their property while on KBGA grounds.
- Please do not pick, cut, or move any flora on the grounds. Please do not move plant labels or other KBGA property.
- Failure to adhere to photography guidelines may result in the termination of photography privileges.

Photographer Information and Contract

Please sign, date and return this form along with your yearly membership fee of \$100.

Name: _____

Business Name: _____

Street Address: _____

City, State & Zip Code: _____

Phone Number: _____

E-mail Address: _____

Website: _____

I hereby agree to the conditions listed in the professional photography policy of the Knoxville Botanical Garden and Arboretum and understand that failure to adhere to this policy may result in forfeiture of membership privileges.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Membership Valid Until: _____ Number of Badges Issued: _____