

Old Westbury Gardens

Wedding Photography Reservation Form

(Print clearly)

Bride/Groom/Spouse 1			Bride/Groom/Spouse 2		
Address: Street			Address: Street		
City	State	Zip	City	State	Zip
Telephone Home		Mobile	Telephone Home		Mobile
E-mail			E-mail		

DATE of SHOOT mm/dd/yyyy

Arrival Time

Departure Time

Policies Regarding Arrival and Departure times. All sessions are reserved for 90-minute intervals *from the time you are scheduled to arrive*. Should you arrive after your scheduled time of arrival, your time of departure *does not* change. If you arrive before your scheduled time, if personnel are available and the party is willing, then the 90-minute session will begin at the time of your actual arrival. If the party or the personnel do not wish/are unable to start at this earlier time, the party, photographers, videographers, etc. must stay inside of their vehicles until the decided start time or unless told otherwise by Old Westbury Gardens personnel. If you arrive within 15 minutes of scheduled departure time you are considered a no show and will forfeit the full fee.

PREFERRED LOCATIONS Select 3

January, February, March, and November Appointments (Interior and Exterior Available)

INTERIOR: Red Ballroom West Porch Front Hall

April–October Appointments. *Exterior Locations Only*, unless it is raining during your scheduled time.

EXTERIOR: Walled Garden Rose Garden Cottage Garden

South Terrace & Lawn Boxwood Garden Other (indicate): _____

RAIN POLICY Wedding Photography Sessions scheduled for April–October **must** select an option.

We agree **to not use** the interior of Westbury House if raining during our scheduled time. We understand that we will receive a full refund if it is raining during the scheduled time and we have not begun our photography session.

We agree to use the interior of Westbury House if raining during our scheduled time and are ineligible for a rain policy refund.

GUESTS & VEHICLES

Number of Guests arriving for photographs:

Number of cars (excluding vehicles used by photographer(s), videographer(s), wedding planner(s)):

ADDITIONAL FEES: Applies for 21 or more guests
 \$50.00 for additional one (1) to four (4) guests
 \$75.00 for additional five (5) to nine (9) guests
 \$100.00 for additional ten (10) to fourteen (14) guests
 \$200.00 for additional fifteen (15) to nineteen (19) guests
 \$250.00 for additional twenty (20) or more guests

ADDITIONAL FEES: An additional fee of \$20 per vehicle applies for 5 or more vehicles.

PHOTOGRAPHERS/ TRANSPORATION COMPANY/AGENTS

Photographer/Studio

Videographer/Studio

Address: Street

Address: Street

City State Zip

City State Zip

Telephone

Telephone

Transportation Company

Wedding Planner/Company

Address: Street

Address: Street

City State Zip

City State Zip

Telephone

Telephone

SCHEDULE OF FEES For 90-minutes photography session

Arrival Time	Fee	Arrival Time	Fee
9 AM–3 PM	\$275.00	4:30 PM	\$395.00
3:30 PM	\$315.00	5:00 PM	\$435.00
4:00 PM	\$355.00	5:30 PM	\$475.00

No arrivals permitted before 9:00 AM after 5:30 PM.

OLD WESTBURY GARDENS MEMBERS Members receive a 10% discount, complete if applicable.

Member Name _____

Address: Street _____

Expiration Date _____

City _____

State _____

Zip _____

Telephone _____

PAYMENT

Payment can be made by check or credit card. A \$100.00 deposit is needed with the completed signed contract to book the date. Final balance is due 8 weeks prior to the scheduled date.

Check in the amount of \$_____ made payable to Old Westbury Gardens enclosed.

Charge \$_____ to the credit card listed below (Visa, MasterCard, American Express, Discover).

Credit Card Number: _____ Expiration Date: _____

Cardholder Name: _____

Signature of Cardholder: _____

TERMS and CONDITIONS

Carefully read and review the following terms and conditions. Your signature indicates your agreement and compliance.

Reservations Old Westbury Gardens reserves the right to refuse or cancel any wedding photography reservation with legitimate cause. All reservations are accepted on a "first come, first serve" basis.

Conduct Old Westbury Gardens will assign at least one staff member (hereafter "Guide") to accompany the Users and the Users' agents (photographer, videographer, wedding planner, wedding party and friends) while on the premises. The primary duty of the Guide is to ensure the protection of the collections, interiors, buildings, grounds and visitors of Old Westbury Gardens and to enforce the rules of conduct by the Users, the Users' party and agents. Failure to comply with instructions and decisions made by the Guide is grounds for rescinding permission to photograph or film and is cause for the Users and/or the Users' agents immediate removal from property. Such actions will forfeit the full location fee.

The Users' guests and agents must stay together and may not leave the group without the Garden Guide. The Users and the Users' guests and agents shall be respectful of others around them. The Users and the Users' guests and agents shall refrain from using foul/offensive language, fighting, obscene gestures, throwing objects and engaging in other behavior detrimental to the experience of other guests.

Old Westbury Gardens' staff has been trained to intervene when deemed necessary and to use its best discretion to help ensure that the Users and/or the Users' guests or agents who ignore this code of conduct do not interfere with other guests' ability to enjoy the Gardens. The Users or the Users' guests/agents who violate this Code of Conduct may be subject to ejection without refund and, to the extent their conduct constitutes a violation of law, may be subject to arrest.

Alcoholic beverages are prohibited on the premises. Old Westbury Gardens reserves the right to refuse admittance to any person or party deemed intoxicated. Unruly and/or intoxicated individuals will be asked to leave the premises immediately or will be escorted off by officials.

Smoking, food and/or beverages are not allowed inside Westbury House. Absolutely no harm is to be done to any structure, plant, flower, or wildlife on the property. Picking, cutting, or trampling upon any flower or in any flowerbed is strictly prohibited. Rice, flower petals, confetti, birdseed or any other objects may not be thrown. The release of balloons is not allowed.

Insurance and Liability Old Westbury Gardens requires a valid Certificate of Insurance be submitted from the photographer, videographer and any hired transportation service specifically stating "Old Westbury Gardens, Inc. is hereby included as additional insured as their interests may appear with respect to operations performed by the named insured" and be listed for \$1,000,000.00 coverage. No photographs will be allowed without the certificate on file.

Users assumes all responsibility and liability for damages or injury to the Users' guests or agents (including photographers, videographers, limousine drivers, wedding coordinators, etc.), Westbury House, or the grounds and property of Old Westbury Gardens arising out of the Users' use of property, except for any such claims or such damage or loss arising from a pre-existing defect in the Premises, or from the negligence or willful misconduct of Old Westbury Gardens, its employees, agents or representatives.

Users agrees that the locations indicated on the contract are subject to availability and that Old Westbury Gardens reserves the right to determine alternate locations. The Guide assigned to the Users acts with the authority of Old Westbury Gardens to make decisions relating to the time of admission at selected locations. Priority will go to the preselected locations but are not guaranteed. Events scheduled for Old Westbury Gardens during the reservation time takes precedence. The Guide will use his/her discretion to bring the party to the best available locations. Photography is not allowed in the front of Westbury House.

Fees Final balance is due 8 weeks prior to the scheduled date. The base location fee for the time selected includes admission for the entire wedding party and any other friends or relatives on the property (up to 20 persons) during the session.

Should the number of the User's guests arriving at the session:

exceed 20 (excluding Users' agents such as photographers, videographers, wedding coordinators);

or the number of the vehicles exceed 4 (excluding those used by the Users' agents);

and the additional fee(s) have not been prepaid; payment must be made at the time of arrival in cash to your guide according to the schedule of fees listed above.

Time of Sessions and Overtime Photography sessions are scheduled for 90 minutes. Sessions begin at the contracted time and not at the time of the User's arrival at Old Westbury Gardens.

In the case when Users and Users' guests and agents arrive early and if a Guide is available, the Users may request that the 90-minute session begin before the scheduled time. The departure time will then be 90 minutes from the new (earlier) start time. If the party or the personnel do not request or are unable to start at this earlier time, the User and the User's guests and agents must stay inside of their vehicles until the original scheduled time or otherwise directed by Old Westbury Gardens personnel.

Users may request overtime; however, Old Westbury Gardens reserves the right to refuse any overtime. If overtime is requested and approved, a fee of \$100.00 in cash will be due for each additional hour or part of an hour over the contracted time and is due at the time of the shoot.

No shows will forfeit the full fee. Users arriving within 15 minutes of scheduled departure time are considered a no show and will forfeit the full fee.

Payment The session will not be reserved until a signed contract and specified deposit are received. Final payment must be received at least 8 weeks prior to the scheduled date. A signed confirmation of the scheduled date will then be sent to the Users from Old Westbury Gardens with a confirmation number. This number, along with the copy of the signed contract, must be presented for admission to the Gardens.

Cancellation and Refund Policy The photography session can be cancelled up to 8 weeks in advance without penalty. All payments will be refunded in this circumstance. Cancellations made within 55 days will forfeit the deposit. Any further balance paid will be refunded.

Rain Policy In case of rain, certain rooms in Westbury House are available for interior photography. If User indicated on the reservation form to forfeit the use of Westbury House in case of rain, a full refund will be provided. If User does not indicate to forfeit the use of Westbury House in case of rain, User may reschedule or opt to cancel. If Users opts to cancel they will receive a full refund if the User or designated representative notifies Old Westbury Gardens of such decision no less than 3 hours prior to scheduled arrival time by calling the main office, 516-333-0048 x301.

Vehicles and Parking Vehicles may enter the Gardens using the 60 Post Road entrance or the 71 Old Westbury Road entrance (10:00 a.m.–4:00 p.m., April–October). Oversized vehicles (large limousines or buses) must use the 60 Post Road entrance. Upon arrival, all vehicles must be announced and will be escorted while on the property. All vehicles must obey the posted 15 mph speed limit, follow all posted traffic signs and remain on roadways at all times, unless told otherwise by the Guide. The Guide will direct all vehicles to the appropriate parking area. There will be no vehicles available to drive wedding parties and their guests around the grounds. Members of the party must be prepared to walk the grounds.

Use of Photographs or Recordings Photographs or video recordings taken on the grounds of Old Westbury Gardens or in Westbury House are for personal/private use. Any commercial use of photographs or video recordings taken at Old Westbury Gardens during the session by the User, member of the wedding party or the photographer or videographer is prohibited without prior written consent of Old Westbury Gardens.

Miscellaneous Facilities are not available at Old Westbury Gardens for the changing of clothing. There are limited restroom facilities on the grounds. Deliveries (e.g., floral deliveries) are not accepted for bridal parties.

If you have any questions, please contact the Wedding Photographer Office at 516.333.0048 ext, 315.

AGREEMENT

We have read and agree to abide by the above terms and conditions as well as any decisions made by the management or guides of Old Westbury Gardens. A signed copy of this contract will be returned to us upon receipt of full payment with our confirmation number. Without this confirmation, Old Westbury Gardens has the right to refuse admission for photography.

Bride/Groom/Spouse 1: Signature

Bride/Groom/Spouse 2: Signature

Date

Date

Old Westbury Gardens confirms your date for wedding photography!

Amount Received: _____

Confirmation Number: _____

Representative: _____

Date: _____

Thank you using Old Westbury Gardens as your wedding photography location!