



**BARTOW-PELL MANSION MUSEUM**  
895 Shore Road, Pelham Bay Park  
Bronx, NY 10464

Request for Special Occasion Photography Session

Applicant Information

Name \_\_\_\_\_  
First Name Last Name

Address \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip Code

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Requested Date, Day of Week and Time \_\_\_\_\_

Number in Party \_\_\_\_\_

Photographer Information

\_\_\_\_\_ First Name Last Name

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Shoot Location(s):

· Exterior Gardens and Grounds with Interior of the Mansion: 2 hours, \$500 · ·

· Exterior Gardens and Grounds Only: 1.5 hour, \$400 · ·

Add Vehicle Prop (front exterior mansion only), \$50

Credit Card Type \_\_\_\_\_ Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Please charge the above credit card my \$250 non-refundable deposit to secure my date and time.

Please charge the remaining balance to the above credit card one week before my scheduled shoot date.

Applicant Signature

Today's Date

Photo Shoot Guidelines:

- ⌚ Photo shoots cannot interfere with public access to the gardens, mansion, parking spaces or carriage house and must respect the personal space of our visitors.
- ⌚ We will have a staff on site to greet you. For interior museum photo sessions we allow a maximum of 20 people in designated downstairs areas only and up to six people on the stairs at any one time. Food and drink are not allowed in the museum.
- ⌚ BPMM has limited on-site parking. We must be advised of the number and type(s) of vehicles in which you will arrive.
- ⌚ Shooting must conclude no later than 30 minutes prior to closing of Wave Hill's grounds.
- ⌚ We do not allow rice, confetti, birdseed, decorations, alcohol or music during photo shoots.
- ⌚ Neither equipment nor people may be placed within a planted garden bed or on bare soil.
- ⌚ All requested time slots are subject to site availability.
- ⌚ Photo shoot date is not secure until applicant receives confirmation form and Bartow-Pell receives deposit.
- ⌚ Cancellations made at least one week or more before the shoot date will receive a refund of any site fees paid beyond the \$250 non-refundable deposit. No refunds are given for inclement weather, but every effort will be made to reschedule.
- ⌚ Payment in full is expected one week in advance of photo shoot.
- ⌚ If you prefer to pay by check, please mail this reservation form, with your check, to:  
Bartow-Pell Mansion Museum  
Attn.: Susan Chesloff  
895 Shore Road  
Pelham Bay Park  
Bronx, NY 10474

I, the undersigned, agree to follow guidelines stated above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please email both pages of this request form to:

Susan Chesloff  
Museum Administrator  
schesloff@bpmm.org  
718-885-1461