



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 _____ # and type(s) of vehicles: _____

Photographer Information

_____ First Name Last Name

Telephone _____ Email _____

Shoot Location(s):

Exterior Gardens and Grounds with Interior of the Mansion: 1 1/2 hours exterior, 1/2 hour interior*, \$500

*in the event of inclement weather bridal party will have access to interior for 1/2 hour only unless rescheduled.

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.
- ⌚ We do not allow artificial flowers, 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