



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

*Interior Bride and Groom with photographer only

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.

I have read and agree to the Terms and Conditions set forth on the reverse side of this form.

Applicant Signature

Today's Date

SPECIAL OCCASION PHOTO SHOOT TERMS AND CONDITIONS

We look forward to welcoming you to Bartow-Pell Mansion Museum for your special occasion photography session. In preparation for your visit, please review the following Terms and Conditions for any Special Occasion Photo Shoot booking.

Special occasion photography encompasses any posed portraiture of individuals by professional photographers, as well as semi-pro, pro-am or amateur photographers, whether paid or unpaid, including but not limited to portrait, wedding, engagement, quinceañera, family, portfolio, prom, and graduation.

All Special Occasion Photo Shoots must be pre-booked and pre-paid, and are limited to availability at the sole discretion of BPMM.

Photo shoots cannot interfere with public access to the gardens, mansion, parking spaces, or carriage house and must respect the personal space of all visitors.

We will have a staff member on site to greet you.

For half-hour interior museum photo sessions that are scheduled as part of your package, we allow bride, groom and photographer with assistant only.

Food and drink are not allowed in the museum.

BPMM has limited on-site parking. We must be advised of the number and type of vehicles in which you will arrive. Should you wish to include a vehicle prop for your photo shoot in front of the mansion, BPMM must be informed prior to your visit and an additional fee of \$50 will be incurred.

Upon confirmation of your booking, please let us know the name and mobile contact information of your photographer.

There are no refunds for cancellations made less than two weeks before your photography session and there are no refunds for inclement weather.

If you will be delayed or have any other concerns on the day of your photo shoot, please immediately call the museum at 718-885-1461. If you are more than half an hour late, we will try to accommodate you. However, should if there be another photo session booked after yours, you may not be able to access all areas of the site and your end time remains the same. In these cases, Bartow-Pell does not issue refunds.

You agree to hold BPMM harmless from any claim you may have in connection with your photo shoot.

If you have any additional questions, please call 718-885-1461 or email Museum Administrator Susan Chesloff.