



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 _____

Payment in full is require at signing of the above form.

Please charge the above credit card the full balance to secure the date.

A 50% refund will be issued if cancellation request is received at least 30 days prior to your scheduled shoot.

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.
- ⌚ No drones allowed.
- ⌚ 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 payment.
- ⌚ 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