



## Commercial Photography & Videography Guidelines

Cheekwood is a cultural arts center and a botanical garden that exists for the benefit of the public. This mission and the collections may place constraints on the property which you may not encounter elsewhere. We appreciate your understanding and compliance with these guidelines for your safety and the safety of others to ensure our properties continue to be available for public enjoyment.

- PLEASE NOTE: Advance written permission must be obtained from Cheekwood for all promotional and commercial shoots. All use of photos and video taken on the Cheekwood premises must credit Cheekwood as follows: "Photographed at Cheekwood, Nashville, TN."
- All professional sessions must be booked through the Cheekwood Special Events Office.
- For styled shoots all vendors involved must fall under Cheekwood's Preferred Vendor list. Rentals, chairs, tables, china, props, florals, installations, decor, etc. must be approved by a Cheekwood Representative.
- The photographer is not permitted to gain membership for these shoots or use a personal membership when booking a shoot.
- All bookings are non-refundable but transferable to another date.
- All booked photo sessions must check in at the ticketing kiosk. The photographer will receive a wristband that indicates a paid photography session.
- All photo sessions are restricted to the grounds; SESSIONS INSIDE THE HISTORIC MANSION & MUSEUM AND OTHER BUILDINGS ARE PROHIBITED.
- Props are not permitted on the grounds, including but not limited to flower petals, balloons, animals, tables, chairs, bubbles, pyrotechnics/sparklers, candles, chalk, glitter, confetti, alcohol, cake or large food items. Animals are not allowed on the Cheekwood property. A clean up fee of \$200 may incur if props are brought and left on the property.
- The use of music played by a speaker or live instruments is not permitted while open to the public.
- You may not attach any items to or from any structure on-site, i.e., trees, bushes, railings, statuary, or sculptures.
- You may not climb on balustrades, railings, walls, fountains, streams, or other areas not generally associated with foot traffic. Please remain on pathways and turf grass at all times; at no time are you permitted to enter the planting beds.
- Please be courteous to Cheekwood visitors: we are open to the public daily until 5:00 PM. The client may not monopolize a site or inhibit access to a site or exhibit by the visiting public.
- No plants, art, or other exhibit or Cheekwood property items may be removed, moved, or covered for any reason. Cheekwood cannot guarantee specific vegetation, blooms, conditions of grass or grounds, or the installation of works of art. Cheekwood is not responsible for the impact an exhibition(s), either temporary or permanent, may have on your event including the garden statuary.
- Drones may not be used without explicit written permission from Cheekwood and permitting. Drones are not permitted while we are open to the public.
- All vehicles must remain on paved roads and must have insurance approved by a Cheekwood representative. No vehicle access is allowed for gravel or dirt roads at any time.
- Photo session fees include the day of admission for up to 6 clients and the photographer. Groups of 6 or more must receive permission from the Special Events Office prior to booking.
- Sessions are available in three-hour increments from 9:00 AM - 5:00 PM. Any session desiring photos after 5 PM will result in a \$100 after-hours fee. No photo sessions will be booked on Mondays as Cheekwood is closed to the public.
- Photography sessions are not allowed during special ticketed events such as El Dia de los Muertos, Spring Art Hop, etc.
- During November & December through the end of Holiday LIGHTS in January, all guests must be off the grounds by 4 PM. No after-hours shoots will be available at this time.
- No pop-up ceremonies are allowed with this photography session. Please see our Special Events Office if you're interested in holding an elopement, a ceremony, or a reception at Cheekwood.
- We allow one complimentary, non-weather-related rescheduling. Each additional is a \$20 fee. Weather cancellations/rescheduling can be made no more than 48 hours (about 2 days) in advance.

**Day of Event photography for Cheekwood:** For photography on your wedding day, you are allowed to take photographs in the gardens on the grounds from 9:00am-5:00pm. At 5:00pm, when we close to the public, we ask that your group return to your reserved space or garden. For specific site availability after 5:00pm, your photographer may contact our office to see what area is available for use. For example, if the Museum of Art is booked for a function, the Wisteria Arbor is not available for wedding party photographs during that event. All other locations that are accessible are available on a first come, first serve basis the day of your function and cannot be reserved in advance. Photography is never allowed inside the Historic Mansion and Museum common spaces, and not allowed in the Loggia or Rec Room when open to the public.

By signing this form, I acknowledge that I have completely read and fully understand the guidelines above.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

