



## 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:** All use of photographs taken on the Cheekwood premises for promotional or commercial use must credit Cheekwood as follows: "*Photographed at Cheekwood, Nashville, TN.*"

Styled photoshoots must receive written permission from a Cheekwood representative.

- All professional portrait photography sessions must be booked through the Cheekwood Special Events Office.
- For non-members, a dual-household membership good for one year is included in the non-member fee of \$400. Current Cheekwood members may use the discounted rate of \$300.
- The photographer is not permitted to gain membership for these sessions or use a personal membership when booking a portrait session.
- Portrait sessions are available in two-hour increments from 9:00 AM - 5:00 PM. Any session desiring photos after 5 PM will result in a \$100 after-hours fee per hour after 5 PM. After-hours sessions must be approved by the Special Events Office no later than 72 hours in advance.
- Portrait sessions are available Tuesday – Friday all year with potential weekend availability outside of peak months. No photo sessions will be booked on Mondays as Cheekwood is closed to the public.
- Portrait sessions are not allowed during special ticketed events such as *El Dia*, *Spring Art Hop*, etc.
- All booked photo sessions must check in at the ticketing kiosk. The photographer will receive a wristband that indicates a paid photography session.
- 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.**
- During November & December through the end of Holiday LIGHTS in January, all guests must be off the grounds by 4 PM. No after-hours sessions will be available at this time.
- All booking fees are non-refundable but transferable to another date should the initial date booked be unavailable.
- We allow one complimentary, non-weather-related rescheduling. Each additional reschedule can incur a \$20 fee. Weather cancellations/rescheduling can be made no more than 48 hours in advance.
- **All portrait sessions are restricted to the grounds; SESSIONS INSIDE THE HISTORIC MANSION & MUSEUM AND OTHER BUILDINGS ARE PROHIBITED**
- The use of music played by a speaker, or live instruments is not permitted while open to the public.
- **Props are not permitted on the grounds, including but not limited to:** loose flower petals, balloons, animals, tables, chairs, bubbles, pyrotechnics/sparklers, candles, chalk, glitter, confetti, alcohol, cake or large food items.
- Tobacco products, including e-cigarettes and vapes, are prohibited. Only certified service animals are allowed on the Cheekwood property outside of dog-centric events such as *Dogs & Dogwoods*.
- 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 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.
- 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, the installation of works of art, or irrigation interruptions which could affect streams and/or fountains such as the Wisteria Arbor fountain.

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.
- Dedicated golf cart shuttles are not included in your portrait session booking, although we do have on-site shuttles driven by Cheekwood Security available for those with ADA needs during our open business hours of 9:00 AM - 5:00 PM.

**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 9:00 AM - 5:00 PM. At 5:00 PM, when we close to the public, we ask that your group return to your reserved space or garden. For specific site availability after 5:00 PM, your photographer may contact our office to see what area is available for use. For example, if the Historic Mansion 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-served basis on the day of your function and cannot be reserved in advance. Photography is never allowed inside the Historic Mansion 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: \_\_\_\_\_