

Photography Guidelines

Colonial Gardens is a place of business, open from 8AM to 5PM/7PM, dependent on the season. The Kitchen at Colonial Gardens is a place of business, open from 8AM to 3PM daily. Photographer understands that retail and restaurant customers will be free to use the retail and restaurant spaces during stated business hours.

1. Permitted Areas - *Area must be supervised by Colonial Gardens employee during photo session

- a. Photographer and client(s) may utilize the following areas during photography sessions:
 - Greenhouse
 - Nursery
 - Perennials
 - Retail Area
 - Courtyard
 - Loggia
 - Backyard*
 - Orchard*
 - Festival Grounds*
 - Farm*
 - Produce Greenhouse*

2. Booking Policy

- a. Photography session must be booked 14 days' in advance (**less than 14 day notice will incur a late fee of \$20**).
- b. Photography Session Contract must be signed by photographer, client, and Colonial Gardens representative prior to utilization of space.

3. Cancellation & Refund Policy

- a. If client cancels within 14-day period, client forfeits payment in full.
- b. If client cancels prior to 14-day period, client will receive 50% return of full payment.
- c. In the case Colonial Gardens cancels at any point, the client may request to reschedule or receive a full return of payment.
- d. In the case that the client(s) needs to reschedule/postpone their booking, client(s) must contact Colonial Gardens representative within 30 days post reschedule/postponement request to rebook their session. In this case client(s) will forfeit the right to a full/partial refund.
- e. If an Act of God occurs forcing Colonial Gardens to cancel the client(s) session, the client(s) may reschedule without incurring a fee or forfeiting the right to a full/partial refund.

4. Property & Damages Clause

- a. Client is not allowed to move any large plants, pots, or structures around Colonial Gardens property.
- b. Client may move any small items, with approval from Colonial Gardens representative.
- c. Once client is finished with a space on the property, all items moved for photos must be returned to original location.
- d. In the event that the client(s) damages any Colonial Gardens property or goods, the Client will be held liable to the cost of items or property damaged.

5. Safety & Security - *Area must be supervised by Colonial Gardens employee during photo session

- a. Colonial Gardens is a fully functioning farm, Client should take precautions when visiting photographing in these areas:
 - *Backyard: The ground around this area may be unlevel. Client should be aware area may inhabit living creatures (such as water snakes, frogs, birds, insects, squirrels, etc.)
 - *Orchard: The ground in this area may be unlevel. ***Client is not allowed to pick fruit during photo session, unless Client pays for U-pick prior to start of session***
 - *Livestock Area: While animals are friendly, clients are not permitted to enter the paddock without Colonial Gardens representative. Colonial Gardens representative has Client's safety in mind, please follow their instructions and guidance in that vicinity.

- *Festival Grounds: The ground in this area may be unlevel. Area may have farm equipment/motor vehicles (Client is not permitted to use/climb on or operate this equipment). Jump pillow is not included in photography package, unless purchased prior to start of session (extra fee will occur).
 - *Production Greenhouses: The ground in this area may be unlevel. ***Client is not allowed to pick produce during photo session, unless Client pays for U-pick prior to start of session*** Area may have farm equipment (Client is not permitted to use/climb on this equipment).
- b.** Colonial Gardens will not be held liable for any injuries or accidents that occur while Client is on property.
- 6.** Colonial Gardens is a place of business; therefore, photographer and clients should be respectful of all customers and employees of Colonial Gardens during session.

Photography Session Contract

This Contract made this ____ day of _____, 20____, is by and between Colonial Gardens (“Venue”), whose business address is 27610 E Wyatt Rd, Blue Springs, MO 64014, and _____ (“Renter(s)”), collectively referred to as the “Parties”.

This Contract regards the use of the property provided by Colonial Gardens, at the address above, on _____ (DD/MM/YYYY). The venue may include services or equipment for an additional cost. It is understood that the Renter(s) will adhere to the guidelines listed above and the following terms:

Session Rates

Colonial Gardens Photography Session rates are the following:

- During Business Hours:
 - 1-hour session: \$30
 - 3-hour session: \$75
- After Business Hours:
 - 1-hour session: \$50
 - 3-hour session: \$125

Session Information

Session date (DD/MM/YYYY): _____

Event Space(s) to be rented: Greenhouse | Nursery | Loggia | Courtyard | Orchard | Perennials | Retail Area | Festival Grounds | Farm | Back Lot | Production Greenhouse

Start time of Session: _____

End time of Session: _____

Additional Services provided by Colonial Gardens:

___ \$X.xx – U-pick for Orchard/Production (cost is subject to produce type)

___ \$50.00 – Use of Jump Pillow

___ \$15.00 – Use of Chalkboard

Duration Policy

Client agrees to set start to end times of session. If client would like to extend session time, additional fees will occur.

Restricted Decorations/Materials

- Tinsel
- Confetti
- Feathers
- Glitter
- Streamers
- Poppers
- Fireworks
- Paint
- Rice
- Floating Lanterns
- Balloons

Client(s) will pay \$_____ (+8.6% sales tax) to reserve the space at the time of booking. The space will not be considered confirmed until this amount has been paid.

Any charges incurred the day of/during the session must be paid at the conclusion of the session. These charges may include extended session time, use of Colonial Gardens equipment, and U-pick.

Client(s) understands and agrees to Photography Guidelines and Policies as listed above.

Client Signature

Date

Colonial Gardens Representative

Date