

Portrait Photography **Annual Permit** for Carlyle House Gardens

121 N. Fairfax Street, Alexandria, VA 22314 Phone: 703-549-2997



We are thrilled that you appreciate the beauty of Carlyle House Historic Park. Please adhere to the following guidelines so that everyone may enjoy the site, now and in the future.

Fees: Professional photographers may purchase a yearly pass for \$200. Photography fees support the ongoing maintenance of the grounds and the garden and are non-refundable. The annual pass expires one-year from the date of your pass purchase. You will receive a physical pass at the time of your permit registration.

Appointments: You must make an appointment for each photo session. Please complete the Portrait Photography inquiry form found on our website, call 703-549-2997 between 10am and 4pm on weekdays or email Carlyle@nvrpa.org to schedule each of your sessions. While we cannot reserve the park for your exclusive use, appointments minimize conflicts and limit the number of photographers on site at one time. We reserve the right to reschedule your appointment if it conflicts with an event/special program or rental.

Permit Registration: Please complete the Portrait Photography inquiry form found on our website or fill out the back of this page and return it to us in person or via email at Carlyle@nvrpa.org so that **we may contact you if a conflict arises during your preferred time and we can try and limit the number of photographers using the site at the same time.** This is a courtesy reservation and there is no guarantee that you will have the park to yourself.

What is included: An annual permit allows for one (1) year of two hour reservations for portrait photography in the gardens and grounds of Carlyle House. Please note that the gardens will still be open to the public and photography is **not** allowed in any indoor spaces.

This reservation may not be used for wedding ceremonies, which must be booked separately. Please email CarlyleRentals@nvrpa.org for more information on weddings.

Garden Etiquette: Please be considerate of other guests and activities. Please stay out of the planted beds; however, you are welcome to use the grassy areas.

Property Etiquette: If your party is disrupting the daily functions of the museum, you will be asked to leave. No alcohol is allowed for any photography sessions, and site restrooms may not be used as changing spaces. We allow tripods and small props. Large props, light stands or holders, umbrellas, and other large equipment are not allowed. Please do not move the garden benches. **Absolutely no glitter, confetti, etc.** The garden must be left as you found it, and any trash must be removed, as we have no trash facilities on site. Pets are allowed if kept on leash and picked up after.

How to Pay: Payment may be made by credit card over the phone by calling 703-549-2997 during out open hours. Checks can be mailed to Carlyle House with the completed form, or we can accept cash, check, or card in person at the museum.

Your request is not confirmed until you have paid the fee and spoken with site staff.

Thank you for your cooperation and support! You are contributing to the ongoing care of this urban oasis in the heart of Old Town Alexandria for all to enjoy!

ANNUAL - Portrait Photography Permit

I have read and understand the guidelines listed above and agree to abide by them.

Name _____ Phone _____

Email _____

Signature _____

Amount paid: _____ Date collected: _____ Staff Initials: _____

These rules may be changed or updated without notice.

You **must** schedule each 2-hour photo session throughout the year. Please contact us to do so.

Please return this side of the permit to Carlyle House via email: carlyle@nvrpa.org or in person at the museum store (basement entry on Cameron Street side of the museum) during our open hours. Please note the museum is closed to the public on Wednesdays so call ahead to ensure a staff member is available to assist you.

Questions: Call 703-549-2997 or email carlyle@nvrpa.org

Thank you for your support of the Carlyle House Gardens, an urban oasis in the heart of Old Town Alexandria!

