



## Two Hour - Portrait Photography 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:** We charge a \$25.00 photo fee for **each, two (2) hour portrait photography session.** Professional photographers may purchase an annual pass for \$200. Photography fees support the ongoing maintenance of the grounds and the garden and are non-refundable.

**Appointments:** Please call 703-549-2997 between 10am and 4pm on weekdays or email Carlyle@nvrpa.org. While we cannot reserve the park for your exclusive use, we prefer you make an appointment so we can try and minimize conflicts and unhappy visitors and limit the number of photographers on site at a particular time of day. We reserve the right to reschedule your appointment if it conflicts with an event/special program or rental.

**Permit Registration:** Please fill out the back of this page and return it to us via email at Carlyle@nvrpa.org so that **we may contact you if a conflict arises during your preferred time period and we can try and limit the number of professional 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. Fees and registration apply to any portrait photography group, including non-professional photographers.

**Time Limit:** Two hours per party.

**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. We allow tripods and small props. Please do not move the garden benches.

**Property Etiquette:** If your party is disrupting the daily functions of the museum, you will be asked to leave.

**How to Pay:** Payment may be made over the phone by calling 703-549-2997 between 10 am – 4 pm Monday – Saturday; or Sunday 12 Noon – 4 pm. Or by mailing in this completed form with a check or credit card information or by stopping in at the museum.

**This permit does not apply to weddings.** If you are interested in renting the park for a wedding, please contact us via phone at 703-549-2997, or via email at carlylerentals@nvrpa.org.

**Thank you for your cooperation and supporting the ongoing care of this urban oasis for all to enjoy!**

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Please complete the back of this page and return it to Carlyle House via email or in person at the site.

## Two Hour - Portrait Photography Permit

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

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.*

Please return this side of the permit to Carlyle House via email: [carlyle@nvrpa.org](mailto:carlyle@nvrpa.org) or in person via the Visitor's Entrance (basement entry on Cameron Street side of the museum) between 10 am and 4 pm Monday – Saturday and between 12 Noon and 4 pm on Sundays. Please note the site 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.

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

