



A Property of NOVA Parks
 9750 Meadowlark Gardens Court, Vienna, VA 22182
 Phone: 703.255.3631, Ext.105 | Email: atrium@nvrpa.org

Wedding Photography

GUIDELINES AND PROCEDURES | RESERVATION APPLICATION

Meadowlark Botanical Gardens is available for Wedding Photography Reservations year-round.

- A reservation is required. Staff reserves the right to refuse any photography session without a reservation.
 - Reservations may be made only within the same calendar year.
Contact the Atrium Events Office for more details.
 - *Gazebo and Korean Bell Garden Rentals, come a Wedding Photography Reservation included. Please provide your own photographer.*
- The *maximum* photography session period is two (2) hours between the hours below:
 - **10AM - 6PM** | April through September
 - **10AM - 5PM** | October
 - **10AM - 4PM** | November through March
 - The two (2) hour photography session period must include time for photographs and cleanup; nothing may be left behind. No adjustment to reservation times will be made due to late arrival.
- All Rentals and Reservations (including *the Atrium* rentals) are scheduled so that there is only one wedding at a time in the Gardens. No Exceptions.
- All participants in a Wedding Photography session (e.g. wedding party, guests, photographer/videographer), *may not enter* the Gardens *prior* to the start of your rental period, and *must exit* the Gardens at the end of your reservation period.
 - Your Photographer/Videographer must pick up photography pass from the Front Desk and have it showing at all times for the duration of the session.
 - *Meadowlark Botanical Gardens does not provide a photographer, or any additional assistance.*
- The security deposit may be applied toward recovery of damages for any breach of the Wedding Photography Guidelines and Procedures.
- Please note: There is no inclement weather location. Please plan accordingly.
- Please note: There are no areas available for changing. The only public restrooms in the Gardens are located in the Visitor Center.
- Please note: That the Gardens are a shared space, and the grounds remain open to the public during events and reservations. Please be courteous to other Garden Guests and Patrons

Reservation Fees for Wedding Photography

Rental Rate* 2 hours	Security Deposit	Total with Tax
<i>In Jurisdiction*</i> \$350.00 + (\$21.00) 6% tax	\$100.00 <i>(refundable)</i>	\$471.00
<i>Out of Jurisdiction</i> \$375.00 + (\$22.50) 6% tax	\$100.00 <i>(refundable)</i>	\$497.50

*NOVA Parks Jurisdictions:

VA Counties of | Arlington, Fairfax & Loudoun
 VA Cities of | Alexandria, Fairfax & Falls Church

Initial: _____

To Book a Wedding Photography Session

You must return this Reservation Application to secure the date and time; along with your payment in full. Please see below for payment options. Please keep in mind that the requested date and time is still open and available for booking until we confirm that we received all the necessary information.

Payment Options

You may pay using any major credit card. The security deposit is refunded within thirty (30) days after the reservation date, provided all the obligations stated herein are met. A copy of the fully executed application will be returned to you as confirmation.

Parking

Parking is on a first-come availability in the Visitor Center parking lot. Please keep in mind that the Gardens are a shared space, and the grounds remain open to the public during events and reservations. Vehicles are *strictly prohibited* inside the deer exclusion fence of the Gardens. The Gardens may be accessed *only* on foot, or by mobility devices (wheelchairs, strollers, etc.).

Photography Area

All outdoor areas of the Gardens are included in the photography area, however, please keep in mind that the Gardens are a shared space, and the grounds remain open to the public during events and reservations. Please be courteous to other Garden Guests and Patrons.

- Please provide your own photographer.
- Please do not block pathways, or obstruct views.
- Please do not walk through, stand, or pick any plant life in any of the garden beds.
- Please do not move any objects, or remove anything in the Gardens.
- Please do not feed, touch, or catch the wild animals.
- Indoor buildings/spaces are not included in the Photography Area.

Videography

All video filming must be pre-approved by *the Atrium* Events Office. Use of drones is *strictly prohibited*.

Props | Decorations

You may provide as many costume pieces, and hand-held props as you like.

- No decorations may be attached to any Garden Structures or plant life (e.g. trees, shrubs, Gazebos, art, etc.)
- Anything that is tossed must be natural or compostable (fresh petals, dried petals, bubbles).
- The following items are **prohibited** within the Gardens, including but not limited to:
 - No balloons, live candles, floating lanterns, free-standing materials and furniture (tables, chairs, clothing racks, arches, etc.). Small step stools may be allowed with prior approval from *the Atrium* Events Office.
 - No food and beverages. Bottled water is allowed.
 - No silk petals, birdseed, rice, confetti, steamers, silly string, etc.
 - Any pyrotechnics are *strictly prohibited* (sparklers, fireworks, bang snaps, etc.).
- Butterfly releases must be pre-approved by the Atrium Events Office.

You are responsible for any trash or damage to the Gardens caused by your guests.

Cancellation

Your rental fee may be refunded *if* you notify *the Atrium* by email of the cancellation sixty (60) days *prior* to your rental date *OR* in the case of *inclement* weather, within two weeks *after* your rental date.

Rental fees *are not refunded* for any other reason. Security Deposits will be refunded in full whenever a rental date is cancelled. Do keep in mind that there are no alternative sites in the Gardens for your event in the case of inclement weather. Please plan accordingly.

Initial: _____

Wedding Photography
RESERVATION APPLICATION

Requested Event Date: _____
Day of the Week Month Date Year

Reservation Hours: _____ **Estimated # of Guests:** _____
(Two (2) Hour Time Block Requested)



Renter Name: _____

Phone: _____ **Email:** _____

Client 1 Name: _____ **Role:** _____
(Bride | Groom | Etc.)

Client 2 Name: _____ **Role:** _____
(Bride | Groom | Etc.)

Address: _____

Photographer: _____
(Photographer Contact Information: Name | Email | Phone | etc.)

How Did You Learn of Wedding Photography in the Gardens? _____

Payment

Please fill out and return the Payment Authorization Form below.

Signatures

I, the undersigned, have received, read, understood, and agree to abide by all rules, regulations, policies, and procedures as outlined in the 'Wedding Photography Guidelines and Procedures'.

BY: _____ DATE: _____
Renter

Accepted For NOVA Parks:

BY: _____ DATE: _____
the Atrium Events Office



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Payment Authorization Form

I, *(Print Your Name)* _____ authorize
NOVA Parks to process payment in the amount of \$ _____ towards
my *Wedding Photography Reservation* on the following date:

Please Print Entire Event Date (Day, Month, Date, Year)

Payment Type: American Express Discover MasterCard Visa

**Last 4 Digits* of Card Number: _____

Card Expiration Date: _____ Card Security Code: _____

**Please Note: Do not send this form back with your entire credit card number, please write down the last four digits, the expiration date, and the security code; then email or call us with the remaining digits. Please feel free to leave the numbers in our Voicemail in the case we are not in the office. Please remember to leave your full name and event date.*

Name on Card: _____

Card Billing Address: _____

Signature: _____

Phone: _____ Email: _____