



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: Please 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, you will need to make an appointment so we can 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 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 period 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. Fees and registration apply to any portrait photography group, including non-professional photographers.

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.

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. No alcohol is allowed for any photography sessions and the bathrooms are not allowed to be used for wardrobe changes.

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

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.

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 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!

