

## Two Hour - Portrait Photography Permit Request 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.

**This reservation may not be used for wedding ceremonies, which must be booked separately. Please email [CarlyleRentals@nvrpa.org](mailto:CarlyleRentals@nvrpa.org) for more information on weddings.**

**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. Fees must be paid within **24 hours** of submitting the request.

**Appointments:** You must make an appointment for your photo session. Please call 703-549-2997 during our open hours or email Carlyle@nvrpa.org. 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.

**Cancellations & Refunds:** If you cannot attend your scheduled photography session, please contact us as soon as possible to correct our calendar. While we cannot offer refunds on photography permits, your session can be rescheduled for a future date and time.

**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. 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.

**What is included:** A two-hour reservation 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.

**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 anything in the garden, such as the benches and Storywalk signs.** The garden must be left as you found it, and any trash must be removed, as we have no trash facilities on site. **Absolutely no glitter, confetti, flower petals, etc.** Pets are allowed if kept on leash and picked up after.

**How to Pay:** Payment may be made over the phone by calling 703-549-2997 during our open hours, by mailing in this completed form with a check, or by stopping by the museum in person.

**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!**

Please complete 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: \_\_\_\_\_

Type of photo session:

Engagement photos  Family portraits  Wedding Photos  Other \_\_\_\_\_

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 at the museum gift 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 or email [carlyle@nvrpa.org](mailto:carlyle@nvrpa.org)

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

