

Reynolda Estate Photography Policy

Reynolda is the private property of Wake Forest University. The entire estate includes the formal gardens, Golf Links Meadow, Lake Katharine Wetland, Boathouse, front field, woods, the Reynolda Village and Reynolda House MOAA. This policy applies to all professional and non-professional portrait photographers using any area of the property at any time. **Photo sessions in any area of Reynolda must be scheduled.** Those who do not comply with this policy will be asked to leave the premises.

Portrait Photography

- Definition of session: Photography of one person or one approved group (see below). “Mini sessions” are not allowed.
- Fee: \$50 per session. The fee must be paid to a Reynolda Gardens staff member in advance of the session (see next).
- All professionals using the property are required to pay a fee.
- Reservation procedure: Reservations must be made at least twenty-four hours in advance of the session during regular office hours (7:30 a.m. until 4:00 p.m. Monday through Friday). Reservations must be completed, with fees paid, by 3:30 p.m. on Friday for a weekend session.
- Time limit for a session: Ninety minutes.
- A Request for a Portrait Photography Session in Reynolda form must be completed and given to a staff member when the reservation is made and fees are paid. You must carry a copy of the policy with you during your session. Staff members and Wake Forest Security check the gardens and grounds during non-office hours. Please be prepared to show your copy upon request.
- Previously-scheduled events and weddings take precedence over photography sessions. We will do our best to honor requests made at least 48 hours in advance. We reserve the right however, to deny a request or reschedule a reserved time if necessary. Areas are not closed to previously scheduled groups or to the general public during photography sessions.

Additional Information on Photography at Reynolda

- Wake Forest University groups may take photographs in the gardens free of charge, but reservations are required.
- **Individuals who are not professional portrait photographers and are not charging a fee,** and/or who will not be using the photographs for commercial purposes in any form may photograph in the gardens without a charge; however, they must observe the same restrictions as professional portrait photographers, including filling out a form and reserving a time.
- Garden furnishings may not be moved.
- No photo shoots are allowed in the Conservatory or greenhouses.
- Photographers and subjects may not stand in planting beds.
- Photographers and subjects must remain on mowed paths in the meadow.
- Parking is allowed in designated parking spaces only. **Parking outside the front gate is not allowed at any time.**
- We discourage the use of props. However small chairs, stools or baskets will be allowed. Please indicate props on application.
- Additional restrictions and fees apply to other types of commercial photography, including the use of photographs of Reynolda Gardens, Reynolda House MOAA, and Reynolda Village, in advertising. Contact the Reynolda Gardens office for more information.

Request for a Portrait Photography Session at Reynolda

Name of photographer _____

Address _____
apt. or box number city state zip

Phone _____ e-mail _____

Name of subject (s) _____

Address _____
apt. or box number city state zip

Phone _____ e-mail _____

Date of session _____

Time of day (sessions limited to 90 minutes) _____

Location _____

Approved by _____
Reynolda Gardens staff member date

Fee paid \$50 (if applicable) _____

Will you be using any props? Please list: _____
(props must be approved)

*I, the undersigned, have read the **Reynolda Photography Policy** and agree to abide by the restrictions.*

_____ subject or photographer
name circle one date

Cash (Exact Change) or Check