



**REEVES-REED ARBORETUM**  
*Photography*  
**Permit Application & Agreement**

**Reservations are subject to availability.** Photography sessions will be scheduled around in-house events and those that have rented the Arboretum as the venue for their special event. As such, **photography permit applications will not be accepted more than 90 days before the requested date.** Please contact Trish Cassin at t.cassin@reeves-reedarboretum.org or 908-273-8787 ext.1616 for availability. Once availability has been confirmed, please return this form with payment and your permit will be emailed to you.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Confirmed Date of Photo Shoot: \_\_\_\_\_

Confirmed Time (1.5 hrs): \_\_\_\_\_

Number of people in party: \_\_\_\_\_

Session Type:                    \_\_\_ Wedding \$250                    \_\_\_ Formal Posed \$100

Photographer: \_\_\_\_\_

Photographer's phone/email: \_\_\_\_\_

Car/Limo Service name, phone/email: \_\_\_\_\_

Number & type of vehicles: \_\_\_\_\_

Checks made payable to Reeves-Reed Arboretum.

Credit Card Payment:

Name on Card: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Sec. Code \_\_\_\_\_

**Please return application along with payment to: t.cassin@reeves-reedarboretum.org or  
Reeves-Reed Arboretum 165 Hobart Avenue, Summit, NJ 07901**

**WAIVER OF LIABILITY:** Neither the City of Summit nor Reeves-Reed Arboretum, Inc. assumes any responsibility whatsoever for any property placed in the Arboretum in connection with the use of the facilities for your photo shoot/filming event. You agree that the City of Summit and Reeves-Reed Arboretum, Inc. are expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of such use.

**Indemnification, Hold Harmless, and Insurance:** In consideration for the use of the facilities, you agree that: (a) you will pay for any and all damage to the property of the City of Summit or Reeves-Reed Arboretum, Inc. resulting directly or indirectly from the conduct of any of your members, officers, employees, agents, hired help, contractors, vendors, or other invitees in connection with the use of the facilities; (b) you will hold harmless and indemnify the City of Summit and Reeves-Reed Arboretum, Inc. from and against any and all liability which may be imposed upon either or both of them for any injury to persons or property caused by you or any other person, in connection with the use of the facilities for your event.

**Cancellation:** Permit fees are non-refundable. The permit does not include access to any Arboretum buildings. In case of inclement weather, call 908-273-8787 x 1010 (Tuesday - Friday) to reschedule.

The Arboretum is a living museum. Please exercise care when posing and setting up equipment. Do not walk or stand in flower beds or on plants. Do not climb trees, sculptures or water features. Do not block paths or roadways. Low riding stretch limousines will bottom out at the exit ramp and are prohibited to enter. Wedding parties should be dropped off outside the entrance gate and enter the grounds through the pedestrian gate. **Drones, alcohol, smoking, vaping and pets are NOT ALLOWED** on the Arboretum grounds.

I/We have read and agree to abide and be bound by the terms of this Agreement.

I/We understand that in the event of any breach of this Agreement, including but not limited to a breach of the Arboretum's Photography Regulations, the Arboretum may enter and retake possession of the premises, regardless of whether my/our photo shoot/filming event is in progress.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(For Organizations) Title of Authorized Representative

A Photography Permit will be issued upon receipt of application and payment.  
The permit should be carried with you at all times for verification.