

Photography Session Policy & Guidelines

Photographers or clients who desire to use the Philbrook Museum of Art (“Philbrook”) grounds and gardens to take professional or posed photos are required to agree to the provisions of this Policy as well as obtain an annual Photography Membership, pay an After-Hours Session fee, or pay an Open-Hours Photography Permit fee.

Scheduling & Privileges

Procedures

Photography Sessions taking place before or after the Museum’s operating hours must be scheduled in advance by contacting the Guest Experience Coordinator at (918) 748-5303. It is recommended that all photography sessions be scheduled two weeks in advance. Generally, After-Hours photography sessions are limited to Morning Sessions (7am-9am, Wednesday through Sunday) and Evening Sessions (5pm-Dusk, Wednesday through Sunday and excluding Friday). After-Hours Sessions are non-exclusive and contingent on availability. Philbrook reserves the right to limit the number of photographers on site per session.

After-Hours Sessions allow up to 20 people total. Any more than 20 will incur an additional fee. Up to one photographer, one videographer and one assistant are permitted during a photography session. The on-site photographer is responsible for all individuals in their party.

Rescheduling

Weather, special events, maintenance, construction, mowing, watering, grounds or facility repairs, and other Philbrook matters take precedence over photography sessions and may limit the photographer’s access to the gardens and grounds. Philbrook reserves the right, in its sole discretion, to reschedule a session at a mutually convenient time. In such an event, there will be no refund of any previously-paid fee but such fee may be applied to a rescheduled session, at the discretion of Philbrook.

Privileges

Photography Memberships must be current in order to schedule photography sessions. After-Hours Photography Session fee(s) and/or Open-Hours Photography Permit fee(s) must be paid in full before the scheduled session. After-Hours Photography Session users may make arrangements to pay fee(s) upon arrival for the session. In order to obtain a Photography Membership or to book an After-Hours Session, the photographer or studio must submit proof of coverage of liability insurance. If a photographer or studio is uninsured, a \$10 Liability Coverage Fee will be applied.

Arrival and Exit Procedures

Instructions for Arrival

All photographers are required to check-in with Philbrook Security upon arrival to the Museum. The Security entrance is located on the north side of the building by the loading dock. There is a call box near the loading dock door, which may be used to access the building. Security will provide photographers with a key to the Garden Gate and an ID badge, which must be visible during the entirety of the session. Please refer to the *Photography Session Parking & Check-In* document provided upon completion of booking for step-by-step, illustrated arrival instructions.

Garden Access

To access the Garden Gate, drive or walk along the north side of the Museum to the lower staff parking lot. The Garden Gate is on the south side of the lot, next to the maintenance building. Please park in this lower lot, if space is available. Once you enter the gardens, there are restrooms to your right, which will be open

for your use. Personal items should not be left unattended at any time. Please refer to the check in document provided upon completion of booking for more detailed instruction.

Conduct

Museum Facility Access

Neither Photographers nor their clients are permitted inside Philbrook's Museum facility except as needed to check-in upon arrival. Photographers and their clients will only have access to Garden restroom facilities and are not permitted to use restroom facilities inside Philbrook's Museum facility.

Integrity of Garden and Grounds

Photographers and their clients shall not disturb, arrange, rearrange, or alter in any manner any tree, bush, plant material, garden ornament, sculpture or fixture of, on or in the Philbrook grounds and gardens. Climbing on any item, including, but not limited to, stonework, structural walls, flower beds, fountains, and trees, is strictly prohibited. Items that are not organic and are difficult to clean up including, but not limited to, glitter and confetti, are not allowed.

All props must be pre-approved. Photography or videography equipment with the potential to damage the Gardens and Grounds is not permitted. Drones are not permitted.

Pets and Machinery

Pets and machinery (other than photographic equipment), including, but not limited to, automobiles, motorcycles, and bicycles, are not permitted in the Philbrook gardens or on the grounds and are not permitted to be photographed.

Regarding Proposals

Proposal photography sessions are strictly limited to 8 people total, including one photographer, guests and/or a musician. One acoustic musician or self-provided music via a Bluetooth speaker or boom box is allowed. No power source will be provided.

Cooperation with Philbrook Staff

Photographers and their clients shall observe all posted rules and regulations and any oral instructions communicated by any member of the Philbrook staff, including, but not limited to, Guest Experience, Security, and Gardens/Grounds Crews. Philbrook staff has the right to remove any photographer and any client at any time from Philbrook, in their sole discretion. Philbrook staff has the right to revoke a photography Membership, After-Hour Session privileges, or Open-Hours Photography Permits at any time, in their sole discretion.

Liability

Signee of the After-Hours Photography Session Contract is responsible for any loss, cost or damage caused by their actions or the actions of their photographer/clients. Each photographer/client shall execute the Photography Membership Contract or After-Hours Photography Session Contract, which include an indemnification of Philbrook for any such loss, cost or damage. Personal items of the photographer and their clients should not be left unattended and Philbrook is not responsible for any lost, damaged or stolen items.

Thank you for your interest in Philbrook for your Photography Session(s). If you have any questions or would like to schedule a session, please contact us at 918-748-5303 or email photo@philbrook.org