



## Howard P. Rawlings Conservatory Photography Permit Request

We recommend calling prior to submitting application to check date availability. Complete application and email, fax, or drop off at the Horticultural Division office or the Rawlings Conservatory prior to your preferred date. Priority will be given to applications returned **at least 21 days prior to your preferred date**. The facility will contact you regarding approval status.

Mail to: Horticultural Division  
4915 Greenspring Avenue  
Baltimore, MD 21209

Fax: 410-523-8456  
Phone: 410-396-0008  
Email: [photos@rawlingsconservatory.org](mailto:photos@rawlingsconservatory.org)

Date requested: \_\_\_\_\_ Time requested: \_\_\_\_\_

Area requested:

- Inside – Other Area, specify preferred area \_\_\_\_\_
- Howard P. Rawlings Conservatory Gardens

Type of Photos

- Family Portrait or Engagement Photos
- Wedding Photos
- Fashion Shoot – requires consultation before scheduling
- Other \_\_\_\_\_

Number in Party \_\_\_\_\_

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

Phone number of primary contact: \_\_\_\_\_

Photographer (s): \_\_\_\_\_

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

- Fee \$ \_\_\_\_\_
- Fee not required

**Please remit a cashier’s check or money order made payable to ‘Director of Finance.’ Credit card payments will be accepted on the day of the shoot for fees of \$250 or less**

I have read and agree to abide by the attached guidelines.

Client/Photographer’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Use

\_\_\_\_\_ Date Received \_\_\_\_\_ Date Mailed \_\_\_\_\_ Date Recorded and Initials  
\_\_\_\_\_ Date Fee Received \_\_\_\_\_ Amount of Fee