

## Photography Guidelines

Our photography guidelines are intended for all guests, but a reservation is necessary for those who wish to use the Garden as the background for “posed sessions”, portraits or other posed photography. Santa Fe Botanical Garden (SFBG, or the Garden) considers a “posed session” to include wedding, engagement, family, graduation, prom photos, as well as senior photos or those for a modeling portfolio. It also includes any photographs for commercial use, such as fashion, advertisement and promotion, even if the photographer is not a professional. We appreciate your cooperation.

- A professional photographer or event host must clear arrangements in advance for appropriate sites for picture-taking with the Garden’s Events Manager, [events@visitsfbg.org](mailto:events@visitsfbg.org).
- Photographers and their equipment are restricted from Garden’s beds and planting areas, and may not block or interfere with normal pedestrian or vehicular traffic. Please avoid damage to plants and disruption of other activities.
- The Garden assumes no responsibility for loss, theft or damage to photography equipment.
- Any use of electrical equipment, including additional lighting, must be approved in advance of shoot.

## Visitor Photography

- All guests are permitted to take photographs and shoot videos for private, non-commercial use, except in specific exhibits or areas where photography may not be permitted. This information will be posted.

## Portrait/Commercial Photo Policy

- We ask that all photographers honor these policies when using The Garden as a backdrop for any photography, taping or filming.
- All requests for portrait/commercial photography must be made at least 2 weeks in advance of a shoot to [events@visitsfbg.org](mailto:events@visitsfbg.org). All requests will be reviewed and responded to in a timely fashion. When a request has been approved, SFBG will issue an invoice or request for payment.
- When payment has been received, a receipt will be issued. (See pricing levels)
- No portrait/commercial photography will be permitted without a reservation and payment in advance.
- All portrait/commercial photographers must provide a certificate of limited liability naming Santa Fe Botanical Garden as additional insured with coverage of not less than \$500,000.
- Please note that during wedding season (May-October) time slots for photography may be limited.

## Check In/Sign In

- On the day of the photo session all participants must be present and enter the Garden as a group with the photographer; we cannot accommodate late or individual arrivals. To avoid congestion the photographer is required to meet their party outside the front entrance of the Garden.
- Photographers must sign in at the Garden’s Visitor’s Center.

**Portrait/Commercial Photography Pricing Levels**

- A photography reservation is required regardless of the size of the group or the purpose of the photography. Our fee includes admission for the number of participants specified.

**Garden Membership Discount**

- Valid Garden membership entitles the party to a 10% discount.

**Number of People**

Off Season for up to 2 hours (November-April) 1-6 people, including photographer	\$100
Peak Season for up to 2 hours (May-October) 1-6 people, including photographer	\$125
Groups of 7-14 people for up to 2 hours (in any season) including photographer	\$225
Groups of 15-40 people, including photographer are considered a facility rental.	\$425
Groups of 40 or more must contact Events Manager for rental fees.	--

Pro-rating does not apply.

When making your request to shoot in the Garden, please include a detailed synopsis of the intended nature of the shoot, all parties and equipment involved, length of stay, and how/when the photos or video will be distributed or shown. Students wishing to cover the Garden news for a student-run media outlet or for a media or journalism class should refer to the Media section of this policy.

**Student Photography**

Individual student (high school, college or university) photographers/videographers are subject to the same guidelines that apply to portrait/commercial projects.

**Media**

Media organizations must contact [marketing@visitsfbg.org](mailto:marketing@visitsfbg.org) before photographing or filming of any kind at the Garden, including, but not limited to, magazine shoots, catalog shoots and model shoots. No fees will be charged to photographers with appropriate news credentials for promotion of the Garden.

**Related Issues**

- Absolutely no wedding ceremonies may be performed at the Garden without advance reservations. Parties not in compliance will be asked to leave immediately.
- There are no refunds for the cancellation of a photography session at The Garden. In the event of weather variations, you may reschedule your session within the same calendar year.
- The Garden grounds staff may approach you to discuss alternatives for your shoot if Garden maintenance is in progress.
- We encourage you to visit the Garden in advance to scout locations for a photography session.
- The Garden hosts a number of free days throughout the year. These activity-filled days draw exceptionally large crowds. We welcome any and all guest photography but do not permit any commercial photo shoots or filming during free days.

**Please -**

- Come dressed and prepared for your photo session. There are no changing areas available.
- Pay for your time prior to using the Gardens for the photo or video shoot.
- Stay on walkways.
- Set up your shoot in a manner that does not disrupt events and maintenance.

**Please do not -**

- Disturb or remove plants, plant labels or containers.
- Smoke.
- Bring any alcoholic beverages.
- Block access to the entrance, walkways or garden areas for use by others.
- Hang backpacks or props on trees or plants.
- Throw rice, bird seed, confetti, potpourri, fresh flower petals, or similar materials.
- Use candles, fireworks or sparklers.

SFBG maintains the right to adjust these policies to serve the best interests of the Garden and the general public. These photography and drone guidelines were created to protect the grounds and plant collections. Additionally, the policy allows the the Garden to control the number of photography shoots on the grounds at one time to lessen the disruptions of scheduled events. Fees directly support the Garden's mission of connecting people with plants and nature.

Facility Rental and Photo/Video Staff Contact:  
Events Manager  
Email: [events@visitsfbg.org](mailto:events@visitsfbg.org)  
Phone: (505) 471-9103 ext. 115

### **Garden Drone Flight Guidelines**

This policy establishes clear guidelines for the use of drones (unmanned aerial vehicles or UAVs) on and over Garden property to ensure safety, legal compliance, and respect for guests, staff, and neighbors.

All drone operations must comply with applicable federal, state, and local regulations, including Federal Aviation Administration (FAA) rules for recreational and commercial drone use and relevant New Mexico statutes.

- Federal regulations require that drones remain within the visual line of sight of the operator, fly at or below authorized altitudes, yield right of way to manned aircraft, and not be flown carelessly or recklessly.
- Commercial operators must hold a current FAA Remote Pilot Certificate and register the drone as required by FAA Part 107.
- Unmanned aircraft must not interfere with other aircraft or operate in restricted airspace without prior notification and approval from the appropriate aviation authority. Unauthorized drone operations near controlled airspace may present safety risks and are prohibited without clearance.
- New Mexico law prohibits drones from being used to conduct surveillance of private property or individuals without consent, providing an expectation of privacy for guests and neighbors.

Garden staff coordinating with drone operators planning to fly on Garden grounds or in the vicinity must notify staff, Museum Hill stakeholders in advance with the planned date, time, and purpose of the flight. Coordinating Garden staff are also responsible for notifying neighbors and surrounding properties that may be affected by drone activity to minimize disruption and privacy concerns.

All drone flights must be conducted in a manner respectful of visitor comfort and safety; flights over crowds, events, or occupied areas should be avoided unless specifically approved in writing beforehand. If a drone flight will occur during normal business hours while the Garden is open to the public, Visitor Services Staff must be notified and instructed to inform all guests of the presence of the drone and its flight purpose; a sign should be posted at the entrance informing visitors of flight times and areas.

Failure to adhere to these guidelines or applicable laws may result in suspension of drone privileges on Garden property and potential legal consequences under FAA and New Mexico law.