



**BUTTERFLY
PAVILION**

Photography/Photoshoot Policy

The photography/photoshoot guidelines below are intended for all visitors of Butterfly Pavilion. A photoshoot permit is required for those who wish to use Butterfly Pavilion for portrait, commercial/press, or private photoshoots.

Photographs/Videos for Personal Use: Butterfly Pavilion visitors are welcome to take casual photographs or videos at Butterfly Pavilion via phones or cameras for personal use, including social media. Personal photography may not be sold or used for brand or personal marketing.

Personal use photographs and videos may be taken during normal business hours (9:00 a.m. to 5:00 p.m.) with the purchase of general admission tickets or a membership. Tripods and large external equipment are not allowed during normal business hours. Guests photographing the facility must share the space with other visitors; closing or blocking off an exhibit or area is prohibited.

Flash photography is prohibited in exhibits where the signage accompanying an animal or plant specifically notates that flash photography is not permitted for their safety (e.g. Peacock Mantis Shrimp).

Butterfly Pavilion reserves the right to turn away any photographer who is not operating in accordance with our guidelines, as well as any photographer who has not made an advance reservation.

For more information on Butterfly Pavilion's regulations about photography on our grounds, please reference our **General Photography Policy Guidelines** below.

Photography Sessions and Workshops: For visitors who would like to develop their photography skills or take photos outside of normal business hours, Butterfly Pavilion offers various photography opportunities and workshops, including Photo Hour open sessions and Macro Photography workshops. The open sessions and workshops are for recreational photographers and are not open for portrait, commercial/press, or private photoshoots. For more information about upcoming Photo Hour or Macro Photography workshops, please visit <https://butterflies.org/calendar/>



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Photoshoot Permit: A photoshoot permit **must** be purchased, and a reservation **must** be made for the following groups:

Portrait Photoshoots require an advance reservation and the purchase of a one-time photoshoot permit.

All who wish to use Butterfly Pavilion as a backdrop/setting for any portrait photoshoot during normal business hours, even if the photographer is NOT a professional, must purchase a photoshoot permit.

- Portrait photoshoots are defined as, but not limited to high school senior, engagement, family, graduation, wedding, prom, quinceañera, and similar shoots.
 - Groups must not exceed five (5) people, including the photoshoot staff.
 - Portrait photoshoots are limited to Mondays, Wednesdays, and Fridays between the hours of 9:00 – 10:00 a.m. and 3:00 – 5:00 p.m.
 - All portrait photoshoots are required to abide by the **General Photography Policy Guidelines** below.
 - Portrait photoshoot reservations must be made at least two (2) weeks in advance and are priced at **\$75 per hour**. To make a portrait photoshoot reservation, please contact our Guest Services Department at visitorservices@butterflies.org or (720)531-9364.

Commercial/Press Video or Photoshoots must be organized through our Marketing Department.

- Commercial photoshoots are defined as, but not limited to catalog, fashion, advertisement, documentary, films, promotion, and similar.
- Press photoshoots are defined as, but not limited to print and online editorial photoshoot, editorial fashion shoots, TV/online b-roll, and blog media.
 - All commercial/press photoshoots must abide by the **General Photography Policy Guidelines** below.
- Commercial/Press affiliates must contact the Senior Director of Communications and Marketing, Jennifer Quermann, at jquermann@butterflies.org or (703) 477-0668 to schedule a photoshoot.



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Private Event Photoshoots require an advance reservation through our Private Events Department.

- A Private Event Photoshoot is defined as a photoshoot involving five (5) or more people that takes place outside of normal business hours.
- All private event photoshoots must abide by the **General Photography Policy Guidelines** below.

For more information and pricing, please contact our Private Events Department at privateevents@butterflies.org or (720) 974-1871.

General Photoshoot Policy Guidelines

By taking personal-use photographs or conducting a photoshoot at Butterfly Pavilion, you and all subsequent participants agree to abide by the following guidelines:

- Butterfly Pavilion reserves the right to halt any photoshoot deemed to be disruptive or in violation of the **General Photography Policy Guidelines**. One-time photoshoot permits will not be refunded if the purchaser(s) does not abide by these guidelines.
- No animals are allowed at Butterfly Pavilion, except a task-trained service animal.
- Clients/models must be fully and appropriately clothed, and must wear shoes at all times (e.g. no nudity, swimsuits, lingerie, see-through garments, or similar)
- No dressing rooms or storage areas will be provided, including areas for hair, makeup, or styling, unless reserved as an add on to a reserved Commercial or Private Photoshoot.
- Photoshoots may not disrupt visitor access, employee access, special events, or pedestrian flow.
- The use of a drone is strictly prohibited.



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- Butterfly Pavilion property may not be moved or disturbed. This includes, but is not limited to standing/walking through flower beds, picking/cutting plant material, moving benches/displays, etc.
- Trees, walls, fences, or any other structures may not be climbed. Plant beds and water features may not be entered.
- Motorized and non-motorized vehicles are not permitted, with the exception of wheelchairs and strollers.
- Professional photography is prohibited at certain Butterfly Pavilion events, including but not limited to: Bugs and Brews, Pollinator Palooza Festival, August Concerts, or other specially-ticketed events.
- Portrait/Commercial/Private Event photoshoots are only permitted to photograph/film in approved areas.
- Under no circumstance are photographers/videographers allowed to take photos or videos of Butterfly Pavilion visitors unless a pre-approved and signed photography agreement has been implemented.
- All portrait photoshoot participants must be present and enter Butterfly Pavilion as a group through the Main Entrance; we cannot accommodate late or individual arrivals. To avoid congestion in our lobby, please meet your party or photographer outside of the Main Entrance. Please do not crowd in front of the Main Entrance doors or the front desk.
- Entry through the Events Entrance or Administrative Entrance is not permitted.
- Any unauthorized photoshoots will be asked to stop and escorted from Butterfly Pavilion.
- Absolutely NO wedding ceremonies or photoshoots may take place on Butterfly Pavilion property without advance reservation via our Private Events Department. Parties not in compliance will be asked to leave immediately.
- Butterfly Pavilion staff may approach photographers at any time and request to see your one-time photoshoot permit.
- Butterfly Pavilion staff may approach photographers to discuss location alternatives for their photoshoot if Butterfly Pavilion maintenance/special events/other are in progress.



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- In accordance with Butterfly Pavilion's AZA accreditation standards and USDA regulations, the following are **strictly** prohibited in our butterfly conservatory, Wings of the Tropics (WOTT):
 - Any living animals (i.e. dogs, rats, cats, birds, etc.) that are not a task-trained service animal.
 - Any organic plant material (e.g. flowers, leaves, potted plants, small trees, etc.)
 - Party materials such as balloons, bubbles, live flame candles, confetti, fog machine(s), glitter, rice, etc.
 - Any food or beverages. These items may be placed on our storage shelves outside the Wings of the Tropics entry doors prior to entering this exhibit.
 - Anything our Curatorial Department deems dangerous to the Wings of the Tropics environment.
- Items that are allowed in the Wings of the Tropics butterfly conservatory need to be pre-approved and thoroughly checked by Curatorial staff prior to entering this exhibit. Approved items must also be thoroughly checked and are subject to bleaching/freezing procedures prior to leaving the butterfly conservatory if deemed appropriate by Curatorial staff.
- Butterfly Pavilion assumes no responsibility for loss, theft, or damage to any equipment or belongings for any reason.

Please note: Butterfly Pavilion reserves the right to turn away photographers who are not operating in accordance with our rules and regulations, as well as photographers who have not made an advance reservation.

Our Photography/Photoshoot Policy was created to protect Butterfly Pavilion grounds and animals, both inside and outdoors. Additionally, our policy allows Butterfly Pavilion to manage the number of photoshoots on premises at any given time to minimize the disruptions of scheduled events and guest experience. Fees directly support Butterfly Pavilion's mission of fostering an appreciation of invertebrates by educating the public about the need to protect and care for threatened habitats globally, while conducting research for solutions in invertebrate conservation.

Butterfly Pavilion reserves the right to adjust this policy at any time, with or without notice, in the best interest of our facility and the general public.