

ACCOMMODATION AND CONFERENCE SERVICES APPLICATION FOR WEDDING PHOTOGRAPHY

WEDDING PHOTOGRAPHY IS PERMITTED ON THE GROUNDS OF YORK UNIVERSITY UNDER THE FOLLOWING CONDITIONS:

Written request for wedding photo shoot must be received at least 30 days in advance of the actual date of the photo shoot.

Where possible, permission will be given to written requests for a single, specific two-hour period, at a specific site, on a specific date.

Permission will be given only for weekends and statutory holidays on a first-come, first-served basis.

If approval is granted, applicants will receive notification and a permit will be issued upon receipt of payment.

The University reserves the right to cancel wedding photo session bookings if they are perceived to be in conflict with an organized University event, providing that reasonable notice can be given to the wedding parties involved. In such cases, if no satisfactory alternative time, site or date can be arranged, location fees will be returned.

The applicant is responsible for the conduct and supervision of all persons in his/her party. The applicant is responsible for any and all damages caused by members of his/her party to any plant material, building, structure, equipment or other property of York University.

No permission is given for interior shots within York University buildings.

FEES

A location fee of **\$225.00 (HST included)** will be charged for each session. University staff, students and alumni (bride and/or groom) will be eligible for a discounted fee of **\$125.00 (HST included)**.

Payment can be made by VISA, MasterCard or American Express. Sorry, we cannot accept cash or personal cheques.

Fees are non-refundable in the event of rain.

PROOF OF PERMISSION FOR PHOTO SHOOT

Accommodation and Conference Services will issue a Temporary Use of University Space permit for each approved photo session. The photographer must have the permit on site at the time of the photo shoot. York University Security may request proof of permission/permit from photographers, as appropriate.

PARKING

Parking is available in the York Lanes Parking Garage. York University parking rates and regulations will apply.

WEDDING PHOTOGRAPHY SITE REQUEST

Date requested (MM/DD/YY): _____ Time slot requested: _____
Restricted to 2 hours per session between 10:00am and 5:00pm

Name of Bride/Groom: _____

Address: _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

College/Faculty: _____

Year of Graduation: _____ Student or Employee #: _____

Name of Photographer: _____

Company Affiliation of Photographer: _____

Location: Harry W. Arthurs Commons, including gardens on either side of Commons. Commons area begins at the University flagpole and ends at the reflecting pool. Piazza Italia (by water fountains in front of Vari Hall) may also be used.

OFFICE USE ONLY

If requested date/site is available you will be contacted for payment information.

Visa Master Card American Express

Credit Card Number: _____ **Expiry Date:** _____

Name of Card holder: _____

Contact ACS: email askACS@yorku.ca or call 416-736-2100 ext. 20325 should you have any questions.