

## Wedding Photography Requests

### Wedding Photography at Hart House

In an effort to control the number of wedding parties using Hart House at any given time, we have adopted a policy which will permit, but limit, the use by the general public of the interior and Quadrangle of Hart House as wedding photo session locations.

The Events and Catering Department administers the policy and books site location reservations upon receipt of written requests.

### Policies & Procedures for Wedding Photography

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 on a first-come, first-served basis. Permissions will normally be restricted to one photo session per site, per two hour time slot beginning on the hour. No permissions will be given for days on which scheduled University and Hart House activities may be disrupted by wedding photo sessions. Requests for photography will only be accepted within 30 days of the requested date (requests made outside the 30 day window cannot be confirmed).

Hart House 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.

### Fees

A location fee of \$400.00 (plus HST) will be charged for each session. This fee provides the wedding party with exclusive access to the given space and an On-Site Attendant who will manage your room needs, i.e., moving furnishings, getting additional lighting, etc.,

University staff, students and alumni (bride and/or groom) are eligible for a 50% discount on the location fee.

### Proof of Permission (Confirmation Document)

Hart House Staff will request proof of permission from photographers, as appropriate. Hart House staff will record the name and as applicable, studio of any photographer who fails to produce a valid Confirmation Document.

Contact: Aron Mohr 416 978 2444 [a.mohr@utoronto.ca](mailto:a.mohr@utoronto.ca)