



PHOTOGRAPHY SESSION

PERMIT GUIDELINES

GUIDELINES

- Please do not enter flowerbeds, plant displays, waterfalls, water or mulched areas; Remain on the pathways and grassy turf at all times.
- Proper family attire at all times; Tops, bottoms and shoes must be worn at all times.
- You may use our public restrooms for changing; we ask that you take all personal belongings with you and not leave items unattended.
- The Gardens is not responsible for storing or watching personal belongings.
- Do not disturb or remove plants, plant labels, signs or containers.
- Do not climb trees, rocks or buildings.
- Do not block entrances, pathways, or public use areas.
- No entry before 9:00 AM and must exit gardens by our regular closing hours.
- Do not litter (confetti, fake flower petals, etc.).
- Drones are not permitted
- Glitter is not permitted
- The Garden reserves the right to restrict access to certain areas, or escort photographers off the property or permanently revoke access to the Garden if these conditions are not met.
- We reserve the right to change these guidelines without notice.

ADDITIONAL INFORMATION

- For Non-members admission fee must be paid in advance at the front desk on the day of the photography session. The fee is \$12/Adult and \$7/Child ages 5-13.
- Please submit your permit to Knapahagardens@gmail.com before your photo session date. Please allow up to 72 hours for your permit request to be reviewed and approved.

***** Note:** Permits should be filled out by the photographer, **NOT the client**. Approved permits will be on file at the front greeter's desk on the day of your scheduled session. Please be sure to notify the front desk that you have a permit on file before paying the general admission fee. You will be assigned a colored photography badge on the day of your scheduled session. Please return the badge to the front desk at the end of your session.

****** PHOTOGRAPHERS – PLEASE KEEP PAGE 1 FOR YOUR RECORDS *****

PHOTOGRAPHY SESSION *PERMIT*

There is no fee for the permit. Permits should be filled out by the photographer, **NOT the client.** Please submit permit to Kanapahgardens@gmail.com before your photo session date. Allow up to 72 hours for your permit to be reviewed and approved.

Today's Date: _____

Photographer Name: _____

Business Name: _____

Phone Number: _____

Date of Photoshoot: _____

Number of Participants (Including Photographer(s): _____

Arrival Time: _____

Please check the nature of your photo session:

- ☐ Birthday
- ☐ Couples Portrait
- ☐ Family Portraits
- ☐ Graduation
- ☐ Personal Headshots
- ☐ **Wedding** (A rental reservation is required. Date of Rental Reservation: _____)
 - *(note – this photo permit can only be approved by the Rental Coordinator)*
- ☐ Other (please specify) _____

SIGNATURE BELOW INDICATES AGREEMENT TO ABIDE BY PERMIT GUIDELINES

Signature: _____ **Date:** _____

This section to be filled out by KBG Staff member

Approved by: _____ **Date:** _____

Arrival Time: _____ Exit Time: _____ Lanyard Color: _____

Checked-in by: _____

Damages / Problems / Notes

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