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 all vehicles must exit gardens parking lot by 5:00 PM.
- 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 + tax/Adult and $7 + tax/Child ages 5-13.
- Please submit your permit to Kanapahagardens@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. This badge must be worn and visible at all times. 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 KanapahaGardens@gmail.com before your photo session date. Allow up to 72 hours for your permit to be reviewed and approved. **The deadline to submit a request for a weekend permit is no later than Noon on Friday.**

Today's Date: _____

Photographer Name: _____

Business Name: _____

Phone Number: _____

Date of Photoshoot: _____

Total Number of Participants (Photographer(s) Included): _____

Arrival Time: _____ ****NOTE – Latest arrival time for photography is 3:30 PM; All photography sessions must exit the parking lot by 5 PM so that staff can lock the main gate on Archer Road.**

Please check the nature of your photo session:

- ❑ Birthday
- ❑ Family Portraits
- ❑ Graduation
- ❑ Maternity
- ❑ Prom
- ❑ 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