



SHINZEN GARDEN PHOTO SHOOT POLICY

The following policy applies to all Wedding, Engagement, Anniversary, Birthday and organized group photography taken by all photographers (professional & non-professional) inside the Shinzen Japanese Garden of Woodward Park. (This policy applies to all photographers using the garden as a back-drop for photos where the key subjects are people; not to individuals looking to make the garden the key subject of the photo.)

All photographers wanting to take organized pictures in the Shinzen Garden must pre-pay and obtain a permit from the PARCS Department. The following rules apply:

- √ Photographers must call 621-2900 to obtain the permit at least one week prior to actual photo shoot.
- √ Permits are \$25 each, non-refundable.
- √ Photo shoots are only allowed during regular operating hours of the garden and specifically during the time listed on your permit. If you arrive late, your shoot time will not be extended.
- √ Photographers must present their \$25 permit to the attendant when entering the garden (only one photographer will be allowed to enter free with paid permit).
- √ All photo subjects must pay garden entry fee.
- √ Only 1 hour allotted per day, per photographer.
- √ Please be respectful of all visitors to the garden. Photo arrangement cannot block walkways.
- √ Only one permit approved photographer will be allowed in the garden at a time.
- √ Permission and permits for photography shoots are subject to change due to special event or unforeseen maintenance concerns. To verify your schedule, contact PARCS Admin, 621-2900.

MEDIA:

- √ Local television networks and print media wishing to use the Shinzen Garden as a backdrop for a photo, to 'go live,' or to collect b-roll to add to a story must FIRST contact the PARCS Community Relations Manager at 621-2930. Footage will be permitted ONLY with advance permission. If any media attempts to access the garden for free without prior permission of the PARCS Director, Community Relations Manager and/or Woodward Park Supervisor, entrance will be denied.
- √ Any media, electronic or print, wishing to utilize the Shinzen Garden as a backdrop for a marketing piece (still photos or video) that will be used commercially, or to the benefit of another organization, must follow the same fee based permitting process (noted above) as all other photographers wishing to use the garden's beauty as a backdrop to their artistic creation.