

Photographer/Videographer Policies

Green Bay Botanical Garden welcomes the use of its facilities for photographs. We take great pride in our gardens, Visitor Center, and programs. In order to preserve our facilities while sponsoring private and public events, the following policies must be followed.

Appointments are not required for professional photography sessions except wedding photography. To make an appointment for wedding photography, please contact Amber Crisp, our Sales & Rental Coordinator at (920) 491-3691 x113 or acrisp@gbbg.org.

General Information

Use of the facility for photography sessions is available to the public. Photos may only be taken during regular Green Bay Botanical Garden hours. The Garden is a public facility and complete privacy cannot be guaranteed. Areas in the Garden cannot be reserved for the exclusive use of any group.

Green Bay Botanical Garden reserves the right to review the appropriateness of each prospective use. All rental agreements are subject to the approval of the Executive Director. A reservation will be guaranteed only when full payment and a signed Photography Agreement is received.

General Photography

All professional photographers and videographers must have a permit from Green Bay Botanical Garden to take formal pictures in the gardens. It is the responsibility of the photographer/videographer to apply for a permit in advance. The permit can be obtained by calling Green Bay Botanical Garden office. The cost is renewable each year at \$50. In addition to the permit fee, at each visit all persons are subject to general admission.

Adults: \$7
Children 5-12: \$2
Seniors over 65: \$5

Wedding Photography

We require all those who wish to get photos taken to make a reservation and pay a \$100 fee, which includes a 2 hour block of time as well as admission for up to 25 people. Additional passes are \$3.50/person. Reservations must be made at least 2 weeks prior to the wedding day. Only those who have made reservations will be allowed to take pictures. Please inform your photographer/videographer of our permit policy.

Rain Policy

In the event of inclement weather or poor conditions, your money will be refunded within 30 days of the scheduled date or the photography session may be rescheduled.

Cancellation Policy

Should a cancellation be necessary, a full refund will be issued if notification is received at least 7 days prior to the scheduled date. A 50% refund will be issued if the cancellation is received within the last 4 days. No refund will be issued if cancellation occurs less than 2 days prior to the scheduled event.

Dressing Rooms

The Visitor Center upstairs restrooms may *not* be used for dressing rooms, as they are small and public. There are no other dressing facilities in the building or on the grounds.

Decorations & Equipment

At no time may anything be attached to any walls or structures in the Visitor Center and/or in the Garden without prior written permission from Green Bay Botanical Garden. Do not hang clothes, backdrops or other props on plants and trees. Do not remove plant labels for any reason.

Because of the nature of the facilities, no birdseed, rice, flower petals, glitter or confetti of any sort may be used or thrown anywhere on or near Green Bay Botanical Garden's facilities. Green Bay Botanical Garden does not allow release of living creatures with the exception of homing pigeons. Bubble favors are acceptable in outdoor spaces only.

Please do not pick the flowers or rearrange plant foliage for any purpose. Also, do not block the pathways when photographing groups. Stay on the pathways at all times, keeping equipment and people out of flower beds.

Decorations may not be placed at the site in advance of the reserved time and must be removed as soon as the photography session is finished. All decorations must be approved by Green Bay Botanical Garden staff.

Safety and Security

A Green Bay Botanical Garden representative and/or security person must be present at all events to ensure the rules and policies of Green Bay Botanical Garden. All questions should be referred to this individual during your event. The individual or group having an event at the Garden agrees to abide by all requests of the representative and/or security.

For safety reasons, no wires, ropes, strings, cords, ribbons, signs or poles can be strung from plants, stakes, trees, nor laid on the ground.

Green Bay Botanical Garden is not responsible for any personal property. Valuables should not be left unattended. This includes use of the Conference Room. The renter is responsible for all damages incurred during the rental period.

The front circular drive is a fire lane and is to be used for drop-off and pick-up only.

Green Bay Botanical Garden reserves the right to ask anyone who is inebriated or behaving in an objectionable or destructive manner to leave the premises. All containers must be disposed of in a garbage receptacle.

Smoking is prohibited in all areas of Green Bay Botanical Garden, including the restrooms and parking lots. Please inform your guests.

Due to the nature of the surroundings, young children are to be supervised at all times.

Transportation vehicles are not permitted on the grounds. Motorized vehicles to assist people with mobility impairments will be permitted.

Green Bay Botanical Garden only allows animals that assist people with disabilities on site.