



Photographer/Videographer Agreement

Return completed form to Sales & Events Team.
rentals@gbbg.org | 920.490.9457 | 2600 Larsen Rd | Green Bay, WI 54303

Name of Company _____

Authorized Representative _____

Mailing Address _____ City _____ State _____ ZIP Code _____

Phone Number _____ Email Address _____

*By sharing your email address, you agree to receive email communications from the Garden. You may unsubscribe at any time.

One Day Photography/Videography

One Day Permit

We have enclosed a \$30 permit fee and understand that the permit is only valid for one day.

Permit to be used on Date _____

Signature _____ Date _____

Garden Authorized Representative _____ Date _____

Cardholder Information

Card Type

Visa MasterCard Discover American Express

Name as it appears on card _____

Card Number _____ Expiration _____ CVV Code _____

Billing Address _____ City _____ State _____ ZIP Code _____

Terms & Conditions

1. We understand that the Garden will issue a duplicate copy of this contract as confirmation once the deposit has been received.
2. By signing this agreement, we acknowledge that we have read the Garden's Photography/Videography Policies. We agree to abide by these conditions. I agree to indemnify and hold harmless Green Bay Botanical Garden, its officers, agents, employees, and volunteers, against any and all loss, damage, claim or liability, whether for personal injury or property damages caused by or arising from the actions of the applicant, its guests and customers.

Photography/Videography Policies

The photography guidelines outlined below are intended for all guests. However, a permit is necessary for those who wish to use the Garden's setting as the background for posed photography or commercial videos. This includes wedding, family, engagement, senior photos, maternity, quinceañera or the like and all other commercial photography/videography.

Permits

A photography permit covers the photographer or videographer's admission into the Garden, as well as, one assistant photographer/videographer. At each visit, all photographer or videographer's clients are subject to general admission.

- Annual Photography Membership \$75 | (valid one year from date of purchase)
- One Day Permits | \$30 (valid one day only during Garden hours)

General Information

Use of the Garden for photography is open to the public during regular Garden hours. Posed photography is not allowed after hours, on days the Garden is closed, or during specific special events. Please visit our website at GBBG.org for current general admission pricing and Garden hours. The Garden is a public facility and privacy cannot be guaranteed. Areas in the Garden cannot be reserved for the exclusive use of any group.

Reservations

- Reservations are not required for posed photography sessions such as family portraits, engagement photos, senior photos, maternity, quinceañera or the like.
- Reservations are required for wedding photo sessions and group (15 people or more) photo sessions.

Photography Guidelines

We ask that you follow a few guidelines that will allow us to maintain the Garden for all visitors and future patrons.

- At no time may anything be attached to any walls or structures and/or in the Garden. For safety reasons, no wires, ropes, strings, cords, ribbons, signs or poles can be strung from plants, stakes, trees, nor laid on the ground. Do not hang clothes, backdrops or other props on plants and trees.
- Because of the nature of the facilities, no birdseed, rice, flower petals (real or fake), glitter, silly string or confetti of any sort may be used or thrown anywhere on or near the Garden's facilities. The Garden does not allow release of living creatures with the exception of homing pigeons. Bubble favors are acceptable in outdoor spaces only.
- Decorations or props may not be placed at the Garden in advance of the reserved time and must be removed as soon as the photography session is finished.
- Do not pick the flowers or rearrange plant foliage for any purpose. Do not remove plant labels for any reason.
- Do not block the pathways, especially when photographing groups. Stay on the designated pathways and grass areas at all times, keeping equipment and people out of flower beds and the fountain.
- Clients need to arrive camera-ready, or make arrangements with the Sales & Events Team to rent the dressing area. Restrooms may not be used for dressing rooms.
- Due to the Garden's close proximity to Austin Straubel Airport, additional precautions must be taken if flying a drone on the Garden's premises. It is your responsibility to notify the Austin Straubel Airport, Air Traffic Control Tower before flying a drone. Please contact the Air Traffic Control Tower at 920.431.5751 before flying.

Garden Policies

We ask that you comply with the following policies to ensure a safe, enjoyable visit for all guests. Visitors who do not comply with these guidelines may be asked to leave the Garden.

- The Garden is not responsible for any personal property. Valuables should not be left unattended. This includes inside any building or structure on the grounds. The photographer or videographer is responsible for all damages incurred during the reservation period.
- For the safety and security of our Garden guests, the Garden does not permit the right to carry concealed weapons on the Garden grounds. No weapons are allowed on the Garden premises.
- The Garden does not permit unruly or disorderly conduct which might cause harm or injury to its patrons, staff, volunteers or damage to property anywhere at the Garden. Any incidents will be reported immediately to local law enforcement agencies.
- Due to the nature of the surroundings young children are to be supervised at all times.
- Vape and smoke free environment in all of the Garden's ground and facilities. Please inform your clients and ensure compliance.
- The Garden prohibits the carry-in of alcoholic beverages. Please inform your clients of our beverage policy.
- Service animals that assist with a disability welcome. Please leave pets and emotional support animals at home.