
2019 PHOTOGRAPHY / FILMING PERMIT APPLICATION

SEND COMPLETED APPLICATION PRIOR TO EVENT DATE

WHAT REQUIRES A PHOTOGRAPHY PERMIT?

All photography sessions on any part of the Boerner Botanical Gardens grounds are subject to photography permit requirements. A Photography / Filming Permit applies to each of the following:

- Wedding pictures and engagement pictures
- Cultural celebrations, birthday pictures, and family portraits
- School or graduation pictures, homecoming and prom pictures, modeling portfolios
- Any other **posed** photography session that uses the Botanical Gardens as a backdrop and/or that requires special attire.

WHAT REQUIRES A COMMERCIAL PHOTOGRAPHY PERMIT?

A Commercial Photography Permit applies to each of the following:

- Advertising and art
- Fashion and glamour photography
- Any other photography session in which the final images may be used in the stream of commerce

GARDEN SETTINGS AND ACCESS RULES

All public areas of the Botanical Gardens, so long as they are not reserved by a wedding party or paid event the day of your shoot, are available to Photography/Filming Permit Holders for photography sessions. Because the Botanical Gardens remain open to the public, **NO specific site within the Botanical Gardens may be reserved for photography/filming EXCEPT for a designated Wedding Ceremony Site.** To reserve a specific Wedding Ceremony Site for photography/filming, complete a Wedding Permit Application.

The exercise of a permit may not in any way interfere with a party's reserved use of the Botanical Gardens, normal public use of the Botanical Gardens, or normal park maintenance and operation.

PERMIT TIMES AND FEES (subject to change)

General Office Hours: 8 a.m.–4 p.m., Monday through Friday

Garden Hours: April through November, 8 a.m.–6 p.m., seven days a week

All Photography/Filming Permit Applications must be approved by and payment received by designated staff of Boerner Botanical Gardens before a permit is issued.

- **Wedding Photography Permit:** The permit fee is \$158.40 per hour (includes sales tax). This fee includes admission to the Botanical Gardens for up to 20 people. Additional people in the party will be charged the individual regular admission rate. (See Admission Rates.) If you, as the Permit Holder, go over the time reserved, you will be invoiced \$84.48 per additional half hour or fraction thereof (includes sales tax).
- **Formal/All Other Photography Permit:** The permit fee is \$36.96 per hour (includes sales tax), AND each person attending the photo shoot must pay the individual regular admission rate. (See Admission Rates.)
- **Commercial Photography Permit:** The permit fee is \$315 for up to 3 hours (\$332.64 with tax), or \$800 for up to 8 hours (\$844.80 with tax), AND each person attending the photo shoot must pay the individual regular admission rate. (See Admission Rates.) If you, as the Permit Holder, go over the time reserved, you will be invoiced \$140 per additional hour or fraction thereof (\$147.84 with tax). A Certificate of Insurance must be submitted before a permit will be issued. (See Insurance.)

Wisconsin State Sales Tax: Photography/Filming permit fees are taxable. Tax-exempt organizations must attach a copy of the Certificate of Exempt Status (CES#) issued by the Wisconsin Department of Revenue.

RULES, REGULATIONS, AND CONSIDERATIONS FOR PHOTOGRAPHY / FILMING

1. ADMISSION RATES / ARRIVAL / PARKING

Admission is collected April through October, 8 a.m.–6 p.m. seven days a week.

Complimentary parking is available in the paved parking lot. The circle drive is for loading/unloading only

Guests should check in at the Education & Visitor Center Information Desk upon arrival.

- Milwaukee County Residents with ID
Senior (60+), \$5; Adult (18–59), \$6.50; Youth (6-17), \$4.50; Child (5 and under), Free
- Non-Milwaukee County Residents
Adult (18 and up), \$7.50; Youth (6-17), \$5.50; Child (5 and under), Free
- Any Person with Disability or Student with ID, \$5
- Group Rates (20 or more in group): Adult, \$5.50; Child, \$4

2. ALCOHOLIC BEVERAGES: You may bring alcohol on-site only when you have purchased an Alcohol Permit. If alcohol is present and you do not have an Alcohol Permit, you may receive a \$200 fine and/or a 90-day jail sentence, per chapter 47.17 of Milwaukee County Ordinances. Complete an Alcohol Permit Application.

3. CANCELLATION: Cancellations must be submitted in writing on the Cancellation / Refund Request Form and must be accompanied by the original permit(s).

Any cancellation refund is based on when the notice is received. If **received:**

- within 24 hours of payment: **full refund**
- ninety (90) or more days prior to the scheduled date: refund, **less \$50 administrative fee**
- forty-five (45) to eighty-nine (89) days prior to the scheduled date: **50% refund, less \$50 administrative fee**
- forty- four (44) or fewer days prior to the scheduled date: **NO refund**

No refunds will be given due to inclement weather, unless the cancellation was made by Milwaukee County Parks due to severe weather conditions. Rentals are not rescheduled due to unfavorable weather conditions.

4. CHANGING ROOM / DRESSING ROOM: Dressing facilities may be available in the Garden House for an additional fee. **Restrooms are not available as changing rooms.**

5. CLEANUP / DAMAGE: You are responsible for the restoration of the facility to its original condition by the end of the permitted period. If excessive cleanup or damage occurs, you will be invoiced for the work required to bring the facility to its original condition (\$50 minimum).

6. DECORATIONS / FURNISHINGS / PROPS: Extra furnishings, displays, tents, helium balloons, or other props **are not allowed without prior approval from the Botanical Gardens** at least one (1) week prior to the shoot.

7. DRONES: **The use of drones (unmanned aerial vehicles) is prohibited** without the prior written approval of the Parks Director or designee. Please contact the Botanical Gardens at least two (2) weeks in advance.

8. ELECTRICAL HOOKUP: Electrical hook-up in the Gardens may be available for an additional fee.

9. ENDORSEMENT: **Under no condition and at no time** may a photograph taken at the Botanical Gardens be used to infer endorsement of a product, person or service by Milwaukee County or by any of its employees.

10. INSURANCE (COMMERCIAL PERMITS ONLY): An applicant must submit a Certificate of Insurance in the minimum amount of \$1,000,000 of general liability coverage naming Milwaukee County Parks as an additional insured. Milwaukee County Parks must be listed as the Certificate Holder with the address as 9480 Watertown Plank Road, Wauwatosa, WI 53326. A permit will not be issued if the required COI has not been submitted.

11. PARKING: Complimentary parking is available in the paved parking lot. The circle drive may be used for loading/unloading only. Vehicle engines must be turned off when parked.

12. PATHS: All persons are required to stay on established paths so as not to step into any flowerbeds, onto any rock ledges, or into any wooded area. Failure to do so may result in permit revocation.

13. SMOKING / VAPING: Smoking or vaping is prohibited in all Milwaukee County Parks buildings, or within 30 feet of any entrance or exit of a building, per Milwaukee County Ordinance 47.16(3)(a)(b).

14. THROWING RICE: The throwing of rice, confetti or confetti-like material, flower petals, or birdseed is prohibited and will result in your being invoiced for excessive cleanup (\$150 minimum). Please inform your guests!

PHOTOGRAPHY / FILMING PERMIT APPLICANT INFORMATION

Please complete and return.

Requested Date _____

Requested Time: from (include time for setup) _____ to (include time for cleanup) _____

Group Name (if applicable) _____

Responsible Person ("Permit Holder") _____

Address _____

City, State, Zip _____

Daytime Phone _____ Evening Phone _____

Email _____ "Day Of" Phone _____

Type of Event _____ Estimated Attendance _____

\$_____ Wedding Photo Permit - \$150 (\$158.40 w/tax) Up to 20 people	<input type="checkbox"/> Alcohol Permit
\$_____ Formal/Other Photo Permit - \$35 (\$36.96 w/tax)	<input type="checkbox"/> Electrical Hookup
\$_____ Commercial Photo Permit – 3 hr. - \$315 (\$332.64 w/tax)	<input type="checkbox"/> GH Dress Rm Permit
\$_____ Commercial Photo Permit – 8 hr. - \$800 (\$844.80 w/tax)	
\$_____ Admission for wedding photo permit – party larger than 20, Fee based on individual regular admission rate	\$_____ TOTAL

If the application is approved, we will call you for payment by cash, check (payable to Milwaukee County Treasurer), or credit card (Visa, MasterCard, Discover or American Express).

By signing below, I hereby acknowledge that I have read, understand, and agree to the general rules, regulations, and considerations of photography/filming at Boerner Botanical Gardens. If a permit is granted, I agree to indemnify, defend, and hold harmless, the County, its officers and employees, from any and all liability, including claims, demands, losses, costs, or damages to persons or property arising out of, or in connection with, or occurring in connection with this permit, where such liability is founded upon or grow out of acts or omissions of the Permit Holder or any of Permit Holder's guests or invitees. Milwaukee County Parks is not responsible for any lost, stolen, or damaged property during the approved rental period.

In addition, I acknowledge and understand that if a permit is granted I am responsible for the actions of my guests or invitees, and I will be billed for damages and excessive cleanup costs.

ONLINE APPLICATION: ENTRY OF MY FULL NAME BELOW CONSTITUTES AN ELECTRONIC SIGNATURE.

Signature _____

Date _____

<i>For Office Use Only</i>	Permit Granted for Date: _____ from _____ to _____	<input type="checkbox"/> COI on file
Date Processed: _____	by _____	Amount _____ Cash Check Credit Card
Transaction # _____		
NOTES:		

SEND COMPLETED APPLICATION, PRIOR TO EVENT DATE, TO:

**Boerner Botanical Gardens, 9400 Boerner Drive, Hales Corners, WI 53130 Tel: 414-525-5601 Fax:414-525-5610
OR Shirley.Walczak@milwaukeecountywi.gov**