



Joliet Park District  
**Bird Haven Greenhouse**  
 Photographer Permit Application



<b>Office Use Only</b>
Photo Date _____
Time _____
Paid in Full (Date/Initials) _____

Bird Haven Greenhouse requires all posed or portrait photographers, as well as anyone using professional equipment and/or props for posed photography, to purchase a photo permit for their session(s) when using the greenhouse or its outdoor property grounds during hours of operation. Photo permits are non-refundable and must be displayed upon request.

**\*Professional equipment includes any camera other than a smartphone, single-use/disposable camera, or Polaroid/Fujifilm Instax camera.**

**INSTRUCTIONS:** Complete all portions of the fillable form and email to: [dradzik@jolietpark.org](mailto:dradzik@jolietpark.org) or [kzapf@jolietpark.org](mailto:kzapf@jolietpark.org). Photo permit application and payment must be submitted together in advance in order to process the reservation. Incomplete applications/applicants without the required application fee will not be processed. All applications are processed within 24-48 hours (*outside of federal holidays*). If there are any availability issues with the requested date/time, greenhouse staff will notify you. Once your application is approved and payment is processed, you will receive an email with a copy of your receipt for payment and an issued photo permit.

## APPLICANT INFORMATION

NAME/COMPANY NAME \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

PHOTO SESSION DATE(S) \_\_\_\_\_

PHOTO SESSION TIME(S) \_\_\_\_\_

*\*Photo Permits are booked for 1 hour sessions, additional time may be purchased for \$30/hour.*

## PERMIT FEE

**PERMIT FEE**

\$30 PERMIT FEE PER HOUR, PER SESSION (RESTRICTIONS MAY APPLY)

## SIGNATURE

Applicant will indemnify and defend the Joliet Park District, it's officials, agents, and employees (the "Indemnitees") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action, and expenses that the Indemnitees may suffer, incur, or sustain or for which it or they may become liable resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, it's officers, employees, or any person under it's control in connection with this permit.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and I am 18 years of age or older.

By signing, I am acknowledging that I have read and agree to the rules/guidelines.

NAME (*please print*) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## FORM OF PAYMENT

CREDIT CARD       MASTERCARD       VISA       DISCOVER       AMERICAN EXPRESS

CREDIT CARD NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CVC \_\_\_\_\_ EXPIRES \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_ AUTHORIZED SIGNATURE \_\_\_\_\_

Joliet Park District

## Bird Haven Greenhouse

# Photographer Permit Rules/Guidelines

Bird Haven Greenhouse requires all posed or portrait photographers, as well as anyone using professional equipment and/or props for posed photography, to purchase a photo permit for their session(s) when using the greenhouse or its outdoor property grounds during hours of operation. Photo permits are non-refundable and must be displayed upon request.

***\*Professional equipment includes any camera other than a smartphone, single-use/disposable camera, or Polaroid/Fujifilm Instax camera.***

**Cost:** \$30 per one hour session

## ADDITIONAL INFORMATION

**All photography sessions must be arranged at least one week in advance.**

Photographers and clients without proper arrangements will be denied access to photograph inside the greenhouse/property grounds.

Photo permit reservations can be made for Monday-Sunday between the hours of 9am to 3pm. 3pm is the last available time slot to photograph for each day. Reserving groups that book a 3pm time slot and arrive late, must vacate the greenhouse at time of closing (4pm). No exceptions.

Photography permits may be unavailable during certain dates/times when other events are taking place.

Bird Haven Greenhouse may issue no more than up to four permits per each one hour time slot (depending on the size of each group). Please note that at times there may be other groups photographing on site with you. Each group must be respectful of other groups photographing during shared time slots as well as rotate and share spaces.

**Photography permits are NOT required:**

- After hours (Monday-Sunday after 5pm) for use of outdoor grounds only as the greenhouse is closed.
- For persons taking photographs for personal use with a smartphone, single use/disposable camera or polaroid/Fujifilm instax camera. No commercial use is allowed, and no compensation may be received for images taken at Bird Haven Greenhouse and grounds.

**Payment:** All photography permit fees must be paid at the time of submitting the photo permit application and in advance (at least one week prior to the requested photography date).

- Card Payments, may be entered at the bottom of the photo permit application or called in for an over the phone payment after submitting the application.
- Check/Cash payments are accepted but must be submitted in conjunction with the completed application in person at least one week in advance of the photo session date.

**We cannot reserve or hold dates, timeslots or applications without payment.**

## PHOTO SESSION GUIDELINES

Please be courteous to other guests who are enjoying the park. Some special events draw large crowds, so we recommend visiting the Joliet Park District calendar or calling ahead. Plan accordingly and be flexible.

Please be courteous to the Gardens and stay on pathways and turf (grass).

- Joliet Park District/Bird Haven Greenhouse reserves the right to refuse admittance/change its photo policy for photography/videography without advance notice.
- There may be times when we must restrict access to some photo locations. Please be flexible.
- Joliet Park District/Bird Haven Greenhouse reserves the right to limit groups arriving within one hour of closing. Reserving groups booking a 3pm time slot that arrive late must vacate the greenhouse at time of closing (4pm). No Exceptions.
- Do not block the access to building entrances, pathways, or garden areas.
- Disturbing, removing, or relocating ANY plants, plant labels, containers, benches, chairs, decorations, or permanent/temporary signage is prohibited.
- Do not enter flowerbeds, plant displays, mulched areas, or climb any rocks indoors. Remain on the pathways and grassy turf at all times.
- Do not throw food, trash, coins, or any other items inside greenhouse ponds. Do not touch or disturb pond fish.
- Family-appropriate clothing is required for photo shoots. Revealing or provocative attire is strictly prohibited.
- No confetti, streamers, glitter, or flower petals.
- Photography including "FOOD" of any kind is not permitted inside the greenhouse. "Cake Smash" photography is not permitted.
- Decorative props are allowed but must be attended at all times and may not be left behind or stored on benches or pathways. Excessively large props that take up more than half of the smallest pathway inside the greenhouse are prohibited for indoor use for the safety of all patrons/staff. Props deemed too large for indoor greenhouse use may be used outdoors only.
- All personal items and equipment must be with you at all times. The Joliet Park District/Bird Haven Greenhouse is not responsible for any lost or stolen personal items.
- Dogs are allowed inside the greenhouse for photographing. All Dogs must be well behaved, controlled and leashed at all times and stay on the pathways/grassy turf.  
\*Please note that there are a variety of plants inside the greenhouse that are harmful to dogs if ingested.
- No alcoholic beverages.
- No smoking inside the greenhouse or property grounds.
- No drones.

**Not adhering to any of the photo session guidelines will result in staff revoking the issued photography permit without refund.**