



Parks Division

Rental Coordinator

Olbrich Botanical Gardens

3330 Atwood Avenue
Madison, Wisconsin 53704
PH 608 246 4733
www.olbrich.org

PHOTOGRAPHY PERMIT APPLICATION

Subject to approval and contract by Olbrich Botanical Gardens

PERMIT APPLICANT NAME SUBJECT PHOTOGRAPHER OTHER _____

PERMIT APPLICANT STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

IF PHOTOGRAPHER/OTHER IS APPLICANT - PLEASE PROVIDE SUBJECT NAME _____

REQUESTED PORTRAIT/SITTING DATE _____ DAYTIME PHONE _____

Hours:

- 11:00 a.m. - 12:00 p.m.
- 3:00 p.m. - 4:00 p.m.
- Other _____ (Pre-approval required by calling the Rental Coordinator at 608-246-4733)

General Photography Guidelines

Olbrich Botanical Gardens is Madison's public garden, and your adherence to these guidelines is required. Posed photographs may be taken in the outdoor gardens only. The Foyer, Bolz Conservatory, and other interior areas of the Botanical Complex are not available for use for formal, posed photography sites.

- Please:
- Guests should come dressed and prepared for their photo session. There are no changing areas available and the public restrooms are not to be used to change clothes. You may inquire about availability of a room rental if a changing area is needed.
 - Call ahead to schedule. More than one session may be scheduled for the same timeframe. In the event of rain, you may reschedule your session. There are no refunds for photo permits.
 - Remain on the pathways and grassy turf at all times. Do not stand on fountain or pool borders. Do not stand in fountains or pools.
 - Do not disturb or remove plants, plant labels or containers.
 - Do not block access to the entrance, pathways, or garden areas for use by others.
 - Photo permits are valid for a one-hour period of time.

Fee: \$30.00 + tax (\$31.65 total) – payable by cash or check only – credit cards NOT accepted

Mail completed form with fee to: Rental Coordinator
(at least one week in advance) Olbrich Botanical Gardens
3330 Atwood Avenue
Madison, WI 53704

I have read and understand the Photography Guidelines (both summarized here and shown in full at www.olbrich.org/visit/photopolicy.cfm). I agree to abide by all rules and time restrictions and accept responsibility for my entire party.

SIGNATURE _____ DATE _____

APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE.