



## Parks Division

Rental Coordinator

Olbrich Botanical Gardens  
3330 Atwood Avenue  
Madison, WI 53704  
608-246-4733  
[www.olbrich.org](http://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 \_\_\_\_\_ PERMIT APPLICANT PHONE NUMBER \_\_\_\_\_

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

TYPE OF PHOTOS (WEDDING, ENGAGEMENT, SENIOR, FAMILY, MATERNITY, ETC.) \_\_\_\_\_ # OF PEOPLE IN GROUP \_\_\_\_\_

**Date Requested** \_\_\_\_\_ **Time Requested (1-hour maximum)** \_\_\_\_\_  a.m.  p.m.

(MM/DD/YY)

*(Rental Coordinator will call to confirm approval of date and time.)*

### 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/Lobby, Bolz Conservatory, and other interior areas of the Botanical Complex are not available for use for formal, posed photography sites.

- **Wedding ceremonies are only done as a rental. You are not able to get married here with an approved photo permit.**
- Permit is for photographer and two (2) other people. (Larger groups may be able to be accommodated on weekdays or weeknights.)
- 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.
- Submit form and fee at least one week in advance.
- There may be more than one approved photo permit at any given time.
- 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 1-hour period of time.
- Props, furniture, luggage, etc. are not permitted.

**FEE: \$40.00 (\$37.92+tax) → Payable by cash or check only; credit cards are NOT accepted**

Mail completed form with fee to:  
(at least one week in advance)

Rental Coordinator  
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 [olbrich.org/visit/photopolicy.cfm](http://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 a signature.)*