



Parks Division

OBG Information Clerk (608-246-4733)

Olbrich Botanical Gardens
3330 Atwood Avenue
Madison, WI 53704
www.olbrich.org

OUTDOOR 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 CODE _____

EMAIL _____ PHONE NUMBER _____

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

Date Requested _____ (MM/DD/YY) Time Requested (1-hour maximum) _____ ☐ a.m. ☐ p.m.

(Event Coordinator will contact you 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 **OUTDOOR GARDENS ONLY**. The Foyer/Lobby, Bolz Conservatory, and other interior areas of the botanical center are not available for use as 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(s) and two (2) other people. (Larger groups may be accommodated on weekdays or weeknights.)
- Guests should come dressed and prepared for their photo session. Changing areas are not 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.
- Always remain on the pathways/grassy turf. 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.
- Props, furniture, luggage, etc. are not permitted.

FEE: \$40.00 (\$37.91 + tax) → Payable by cash, check (Olbrich Botanical Gardens) & credit cards during lobby hours

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

I have read and understand the Photography Guidelines (both summarized here and shown in full at <https://www.olbrich.org/photo-policy>).
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.)