

## APPLICATION FOR PHOTOGRAPHY PERMIT

**PROFESSIONAL PHOTOGRAPHY, ANNUAL  
PROFESSIONAL WEDDING OR SINGLE SHOOT PHOTOGRAPHY  
COMMERCIAL PHOTOGRAPHY**

725 Pines Lake Drive West, Wayne, NJ 07470

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Photography Co. Name: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Website: \_\_\_\_\_

A Certificate of Insurance [naming the Township of Wayne and Laurelwood Arboretum as additional insureds on Applicant's general liability policy] is required as part of this application.

\_\_\_\_\_ Check here to confirm that proof of liability coverage is attached to this application.

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Motorized carts operated by a Laurelwood volunteer or employee are available if reserved in advance for a requested donation of \$50 per hour. Each vehicle holds 5 visitors.

**PLEASE CHECK AND COMPLETE THE SECTION BELOW THAT APPLIES TO YOUR PHOTOGRAPHY SHOOT:**

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\_\_\_\_\_ **PROFESSIONAL PHOTOGRAPHY (Annual Permit)**

This covers all photography shoots in the Arboretum for one calendar year for which the photographer is paid for his or her services, other than Professional Wedding Photography and Commercial Photography.

Requested donation for an annual permit: \$175 per year

Is this a renewal? Yes \_\_\_\_\_ No \_\_\_\_\_

Please notify us in advance of scheduled shoots, and whether a motorized cart will be needed, by email (info@laurelwoodarboretum.org) or telephone (973-831-5675).

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\_\_\_\_\_ **PROFESSIONAL WEDDING OR SINGLE SHOOT PHOTOGRAPHY (Each Event)**

This covers (please check one):

- Wedding Ceremony Photography (ceremony held at Laurelwood) \_\_\_\_\_
- Wedding Photography (ceremony held elsewhere) \_\_\_\_\_
- Other Single Shoot Professional Photography \_\_\_\_\_ Occasion \_\_\_\_\_

Date of Photography Shoot: \_\_\_\_\_

Between the hours of: \_\_\_\_\_ and \_\_\_\_\_

Desired location within the Arboretum: \_\_\_\_\_

*Please note that due to the nature of our paths, it is best to wear or bring sneakers/flats*

A motorized cart will be needed for the photography shoot: Yes \_\_\_\_\_ circle 1 or 2 No \_\_\_\_\_

Requested donation for a professional wedding/single shoot photography: \$100 per event

Requested donation for a motorized cart: \$50 per hour

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\_\_\_\_\_ **COMMERCIAL PHOTOGRAPHY (Hourly for Each Event)**

This covers a photography shoot in the Arboretum for which the photographs are intended to be used for commercial purposes, e.g., advertisements, promotions, for-profit exhibits, magazines, books and items for sale.

Date and Time of Photography Shoot: \_\_\_\_\_

Anticipated Number of Hours of Photography Shoot: \_\_\_\_\_ hours

A motorized cart will be needed for the photography shoot: Yes \_\_\_\_\_ No \_\_\_\_\_

Requested donation for a commercial photography shoot: \$150 per hour

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Applicant agrees:

1. Requested donations are payable at the time the application is submitted.

*Donations may be made online through our website, [www.laurelwoodarboretum.org](http://www.laurelwoodarboretum.org), or by sending a check to: Friends of Laurelwood Arboretum, PO Box 2433, Wayne, NJ 07474-2433.*

2. If a permit is granted pursuant to this application, Applicant agrees to be solely responsible for any personal injury or property damage or loss during or in connection with the photography shoot. The Township of Wayne and Laurelwood Arboretum assume no responsibility for such personal injury or property damage or loss. Applicant agrees to indemnify and hold harmless the Township of Wayne and Friends of Laurelwood Arboretum, its agents, servants and employees from any and all claims for personal injury or property damage or loss sustained by any person in connection with the photography shoot. Applicant further agrees to defend, at his or her own expense, any such claim or lawsuit instituted by a third party against the Township of Wayne or Friends of Laurelwood Arboretum.
3. Laurelwood Arboretum may deny any application for a permit, or for a specific date and/or time, in its sole discretion.
4. Applicant agrees to comply with the attached Policies for Photography in Laurelwood Arboretum. Failure to do so may result in the termination of the permit.

*Applications may be scanned and emailed to us at [info@laurelwoodarboretum.org](mailto:info@laurelwoodarboretum.org) or mailed to: Friends of Laurelwood Arboretum, PO Box 2433, Wayne, NJ 07474-2433.*

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

PERMIT GRANTED BY FRIENDS OF LAURELWOOD ARBORETUM

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Donation Amount Received: \$ \_\_\_\_\_

## POLICIES FOR PHOTOGRAPHY AT LAURELWOOD ARBORETUM

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Visitors are welcome to take photographs at Laurelwood Arboretum for their own personal use and enjoyment. Permits are required for any Professional Photography, Professional Wedding Photography and Commercial Photography. The following policies apply to all persons taking still or moving images on the grounds of Laurelwood Arboretum.

- We ask that photographers help preserve this special place by leaving the Arboretum as it was found. Please take all items that have been brought into the Arboretum with you when leaving, including trash.
- Please stay on the pathways and do not tread or place any objects in the gardens, streams or ponds.
- Please do not tamper with any Arboretum property, including trees, plants, signs and structures.
- The Arboretum is a public park and we have many visitors. Please do not interfere with their enjoyment of the grounds. We would also appreciate photographers allowing staff and volunteers to do their jobs in the Arboretum without interference, and following any instructions given by them. We encourage respect and courtesy among all users of the Arboretum.
- All guests must park in designated parking lots. No unauthorized motor vehicles are permitted on the Arboretum's roadways. Arrangements may be made for the use of a motorized cart operated by a Laurelwood Arboretum volunteer or employee in advance of any photography shoot.
- The use of unmanned aerial vehicles or drones is not allowed in the Arboretum.
- Smoking, alcoholic beverages, illegal drugs and ballplaying are prohibited on the premises.
- Please note that photographs of Laurelwood Arboretum are not permitted to be used in any manner that implies an endorsement of any product, person, enterprise or opinion.
- The Laurelwood Office Manager must be notified of a cancellation of Wedding Photography, Other Single Shoot Photography, or Commercial Photography at least one (1) week in advance. Refunds will be made only upon receipt of written Cancellation
- If the Wedding Photography, Other Single Shoot Photography, or Commercial Photography has been rained out and a rescheduling is desired, the original application should be resubmitted with an alternate date indicated. If rescheduling is not desired, a full refund will be made.