

**Permit Requirements**  
**Policy for Posed and Commercial Photography**  
**Marjorie McNeely Conservatory, Tropical Encounters, & Japanese Garden**

A daily, one-time-use photography permit is \$25.00 and may be purchased with cash, check, or credit card at the Visitor Services desk in the Como Visitor Center.

The \$25.00 fee is charged per client visit. An ID must be presented at the Visitor Services desk in the Visitor Center at time purchase. The ID will be held as collateral until the photographer lanyard is returned at the end of the 30 minute photography session.

An annual photography permit is \$150.00 and may be purchased with cash, check, or credit card at the Visitor Services desk in the Como Visitor Center, or by mail with check or credit card. Permits purchased will be valid for one year.

*Note: Annual permits may take 10 business days to process.*

**Marjorie McNeely Conservatory & Tropical Encounters**  
**Temporary (30-Minute) Photographer Permit Application Form**  
**(PLEASE PRINT CLEARLY)**

**Photographer's Name:** \_\_\_\_\_

**Studio or Business Name:** \_\_\_\_\_

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

**City, State, ZIP:** \_\_\_\_\_

**Phone Number (Required):** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

- Temporary (30-Minute) Permit \$25.00 CASH
- Temporary (30-Minute) Permit \$25.00 CHECK (payable to Marjorie McNeely Conservatory)
- Temporary (30-Minute) Permit \$25.00 CREDIT CARD
  
- Temporary (30-Minute) Permit FEE WAIVED - Rental

**Cash/Check/Charge Total: \$** \_\_\_\_\_

**Attendant initials:** \_\_\_\_\_

<b>Date:</b> ____ / ____ /2016
<b>Lanyard #:</b> _____
<b>Time In:</b> ____ : ____
<b>Time Out:</b> ____ : ____

# Photography Policy

## Marjorie McNeely Conservatory, Tropical Encounters, and Japanese Garden

It is the policy of the Como Campus that all posed and commercial photography taken in the Marjorie McNeely Conservatory, Tropical Encounters, or Japanese Garden is subject to permit requirements when conducted during public hours (when the conservatory is open to the public).

- 1. Definition of Posed Photography:** We define posed photography as photography of individuals such as wedding, engagement, family portraits, senior portraits, or the like. This includes wedding portraits, candid wedding shots and family photos. This policy also includes amateur photographers acting in the role of a professional photographer. **Catalog shoots, commercials or any photography of product always require a reservation and a permit for any location in the conservatory or on park grounds.**
- 2. All photographers who conduct posed photography during open or public hours are required to carry a Photography Permit.** When entering the conservatory, photographers must purchase or present a valid permit and present an ID. The permit and ID will be held as collateral until the photography lanyard is returned at the end of each 30 minute photo session.
- 3. Photographers conducting posed photography of any kind may have no more than two individuals in a picture.** Groups larger than two must rent conservatory space before or after public hours if they wish to use the conservatory as a backdrop for their pictures. After hours photography rentals can be reserved by calling 651-487-8250.  
Posed photography does not include visitors to our Campus who wish to snap a few candid shots of their family as they move through the Conservatory gardens or Tropical Encounters. Visitors may take candid photos of their family as they move through the Conservatory gardens or Tropical Encounters provided that they limit time in any location to no more than a couple of minutes and do not block public walkways or otherwise impede access. Visitors must also abide by all other parts of this policy.
- 4. Videography is prohibited during public hours.**
- 5. 30 minutes is the maximum stay for posed photography.** Posed photography is limited to 10 minutes at each location.
- 6. Tripods or any additional photographic equipment is not permitted.** The only exceptions are hand-held cameras on monopods, the local media, when promoting the Marjorie McNeely Conservatory, Tropical Encounters, or its programs, or during specified camera events.
7. Parking is permitted only in designated parking areas.
- 8. No changing is permitted in our restrooms and no props are permitted.**
- 9. Benches, plants and signage may not be moved or altered.**
10. Individuals may pose only on public walkways. Planting beds, walls and railings are off limits to photographers and subjects.
11. Como Park Zoo & Conservatory maintains the right to adjust these policies in specific instances for the best interests of the Como Campus and the general public.
- 12. Public Hours Wedding Specific Policies:**  
**Bride and Groom only may be posed for photographs.** The photographer must carry a valid permit. All must pay admission fees. **If the photographer takes pictures of anyone other than the bride and groom the entire party will be asked to leave the building and the photographer's permit will be revoked.** Wedding processions and wedding ceremonies are not permitted during public hours. After hours rentals may have pictures taken during public hours without purchasing a permit. All photography during public hours must adhere to above photo policies.
- 13. Prom Specific Policies:**  
Please contact the Como Zoo and Conservatory Customer Service Office at 651-487-8201 for more information on prom photography policies.
- 14. Unfenced grounds including the Veranda, Staircase, Enchanted Garden, Frog Pond, and Excedra policies:**  
Posed photography consisting of weddings, engagements, and family groups are permitted at all times, unless the space has been rented exclusively. Catalog shoots, commercials or any photography of product will require a reservation and a permit for any location on park grounds. Please contact the Rentals Department at 651-487-8250 to reserve space for photo shoots at the Marjorie McNeely Conservatory, in Tropical Encounters, or on the grounds.

**Photographer Initials** \_\_\_\_\_