

PHOTOGRAPHIC / FILM PERMIT APPLICATION

HAKONE ESTATE & GARDENS

21000 Big Basin Way, or P.O. Box 2324 Saratoga, CA 95070 www.hakone.com

e-mail: events@hakonegardens.org Tel: (408) 741 4994 ext. 101

Photo Date: _____ Time: _____ Photo Video

Purpose/type of activity: _____ Estimated attendance: _____

FEES: WEEKDAY - \$80 PER HOUR (M-F)
WEEKENDS - \$100 PER HOUR (Sat/Sun)

(The fee covers up to 3 people, additional guests will reflect a charge of **\$12 /person/hour**. Collateral, in the form of a Driver's License, must be provided to the Gift Shop upon check-in to monitor time duration).

Applicants name: _____ Applicants address: _____

City: _____ State: _____ Zip: _____

Day phone: _____ Evening phone: _____ Email: _____

Number of Hours: _____ x \$80 &/or \$100/hour = \$ _____

Additional Guests: _____ x \$12/hour x _____ hours = \$ _____ Total: \$ _____

Check-in Time: _____ Check-out Time _____ Staff Member Initials: _____

Photography Policy:

Photography for personal use is encouraged. Quick snap shots of your object using "point and shoot" camera or smart phone does not require a Photo permit.

Photography Permits must be purchased if you are here for one of the following reasons:

- (1) Commercial, political, or portrait photography (such as weddings, engagements, graduations, family portraits, and other special occasions) or videography.
- (2) If your purpose in coming to Hakone is to take photos of someone, be photographed, use Hakone's gardens as a backdrop for portraits, or if you are a professional profiting from the photos you are taking.
- (3) You are taking photographs of an individual, or individuals, posing for multiple pictures under the direction of a photographer, either professional or amateur acting as a professional using advanced equipment.

Film productions, video and media shoots require separate paperwork and fee schedule. Coordination must be handled through our Events Office (events@hakonegardens.org).

PLEASE OBSERVE FOLLOWING GUIDELINES / TERMS:

- Photographers, both still and video must make appointments in advance with the Events Office for photo sessions.
- A Permit Badge will be provided from the Gift Shop. Please wear it visibly during the entire photo session.
- Trails and paths are not to be blocked by any equipment. Photographers and subjects are to remain on the garden paths, open areas, on steps, bridges, and other walking areas. Venturing beyond these areas is strictly prohibited.
- If photo sessions are scheduled before the garden opens there will be an **additional charge of \$75 per hour** above the regular fee, or **\$150 per hour** after the garden closes upon availability.
- All photographers and/or applicant must check **in** and **out** with the Hakone associate in the gift shop.
- **All vehicles are restricted to no more than 30 feet in length** due to the driveway leading into Hakone Gardens.
- **NO CANCELLATION ALLOWED WITHIN ONE WEEK. ONE POSTPONEMENT ACCEPTED UPON AVAILABILITY.**

FORFEITING YOUR DEPOSIT AND/OR FEE:

- Please note that this is a contract and your observance of schedule time is very important since other events may happen in the Garden any time. If you arrive earlier or later than your allotted time by 15 minutes, your deposit and/or fee may be forfeited. The gift shop has no way of rescheduling your time the day of your Photo Shoot. If you need to reschedule, please contact the event office as soon as possible.

(Signature)

(Printed name)

(Date)