



Garvan Woodland Gardens  
University of Arkansas

## *Photography and Video Policy*

Visitors are permitted to capture still photos or video of the Gardens to remember their visit as long as the images are solely for their personal enjoyment and not for commercial or organizational purposes.

We request that visitors and professional photographers alike adhere to the following guidelines:

### **Please....**

- Do not enter or disturb landscaped, floral displays to capture still photographs or video of flowers or people.
- Do not place tripods inside flowering displays.
- When staging photographs/video, please do not block or interfere with visitor access to trails, bridges or venue entrances/exits.
- Do not leave photography equipment in the path of visitors, which could cause falls or injuries.
- Do not place children among the flowers for the “perfect” photo, unless an area has been designated specifically for that purpose by staff.
- Feel free to explore the Gardens for unusual photos or video; however, we do caution guests to watch where they walk. Garvan Woodland Gardens is a wooded, natural area inhabited by all types of creeping, crawling creatures and a few poisonous vines.

## **Wedding Photography**

**GWG Brides**, who have reserved a Garden venue for their ceremony, receive a complimentary photo session prior to the wedding date, as well as on the day of the event. Advance reservations are required **at least two weeks** prior to the preferred photo session date. The bride and her photographer must sign a photography agreement at the gift shop and receive a photo pass. Photographers must wear his/her pass where it is visible to Garden staff at all times. *Photo sessions are limited to two hours* with a maximum of four people included at no additional charge, which includes the bride, someone to assist her, the photographer, and a photographer’s assistant. Additional guests accompanying the group must pay the regular admission fee. At the conclusion of the session, the photographer shall return his/her pass to the gift shop.

**Non-garden brides** may schedule their wedding photographs at the Gardens for a fee of **\$60** per session. This includes photos taken by non-professional photographers, such as a family member. The fee covers admission for four people per photo session, including the bride, her attendant, the photographer and a photographer's assistant. Additional guests will be charged regular garden admission. Advance reservations are required **at least two weeks** in advance of the preferred date. The photographer must check in at the gift shop. Before receiving credentials, photographers are required to sign a photography agreement. Credentials must be visible to staff at all times while in the Gardens. *Sessions are limited to two hours.* After the photo session, the photographer shall return his/her pass to the gift shop.

In the case of inclement weather on the day of the scheduled session, please call the Gardens' wedding department to reschedule. *Note: The two-week advance scheduling requirement does not apply in cases of weather-generated cancellations. Your photo session will be rescheduled as soon as the next day, if possible.*

Garvan Woodland Gardens reserves the right to deny wedding photo sessions during certain days and hours of the week, depending on the seasons and projected times of heavy visitation.

Photo sessions are allowed between 9:30 a.m. and 4:30 p.m. February through mid-November and between 1 p.m. and 4:00 p.m. from mid-November through December 31.

## **Engagement Photography**

All engagement photographs are subject to a photo session fee. This includes photos taken by a non-professional photographer, such as a family member. The fee is **\$60** and allows the bride, groom, photographer and an assistant access to the Gardens. A signed photo agreement is required in order to receive a photo pass, which must be visible at all times by staff. After the photo session, the pass shall be returned to the gift shop.

## **Commercial Photographers and Videographers**

Professional photographers and videographers who wish to capture still images and video of the Gardens for use by private entities shall only be permitted through written agreement, with fees, approval and insurance requirements based on the nature of the proposed use. This applies to family portraits, engagement photographs, class photos, etc.

Approved photographers and videographers shall obtain credentials in the GWG gift shop upon arrival after signing a photo/video contract. Photo pass must be worn in full view while in the Gardens. *Access shall be denied without a pass.* After the photo/video session is complete, the pass shall be returned to the gift shop. A signed photo/video contract is required prior to each scheduled photo/video session.

**Non-wedding commercial photography fees - \$75.00/4 hours  
-\$125.00/8 hours**

**Non-wedding commercial videography fees - \$125.00/4 hours  
-\$175.00/8 hours**

**Annual photography/videography pass - \$225.00**

*(Allows unlimited number of photo/video shoots for one year, beginning the date pass is issued.)*

Garvan Woodland Gardens shall not be responsible for any personal injury (including death) or personal or property damage or loss during the photo/video session. Photographer/videographer and/or user group shall be responsible for any damage to the Garden's indoor facilities or outdoor premises caused by the photographer/videographer or user group, as applicable.

## **Restrictions on Use of Photos or Video**

Photos and video footage shall not be used for advertisements for private entities or individuals, whether commercial or non-profit. Photos or video footage or use of the name or any identifiable structures, features, symbols, or signage of the Gardens (including, but not limited to, the Anthony Chapel, Evans Children's Adventure Garden, bridges, and distinctive rock and water features, such as waterfalls) ("GWG Marks") is prohibited without express written permission. The GWG Marks are the exclusive property of the University of Arkansas. Likewise, any use of photos or video of the Gardens in a manner that may associate the Gardens with any private organization or entity is prohibited without express written permission. Use of photos or video in a prohibited manner may result in the denial of future requests to take photographs or shoot footage or other actions to protect the rights of Garvan Woodland Gardens.

## **Movies and Documentaries**

Requests to shoot footage for movies or documentaries will be considered on an individual basis. The minimum fee for a full day of shooting (up to eight hours) is \$5,000 plus any additional expenses, i.e., staff labor, use of Garden equipment, etc. Depending on the number of days, locations/venues filmed and hours, fees could increase to \$7,500 per day.

A University of Arkansas Location License Agreement must be signed and accepted prior to the scheduled filming date.

At least one week prior to the scheduled shoot, the film company must provide commercial general liability insurance and automobile liability insurance in an amount satisfactory to the University of Arkansas, and to provide a certificate of insurance naming the University as an additional insured. In addition, the film company must maintain workers compensation coverage as required by the State of Arkansas.

The following statement shall be included in the roll credits: “Shot on location at Garvan Woodland Gardens, a department of the University of Arkansas Fay Jones School of Architecture, in Hot Springs, Arkansas.”

## **Members of the News Media/Press**

All freelance journalists and active members of the news media/press are requested to notify the marketing department prior to entering the Gardens to shoot video footage or photos. Photo/video fees may be waived for working members of the news media covering Gardens events and activities. While in the Gardens, media/press credentials must be visible at all times by staff. If a news media member is not wearing press credentials, a pass may be provided at the gift shop, located in the Pratt Welcome Center.

Please refer calls and questions to the marketing department at 501-262-9300 / 800-366-4664 during regular operating hours. Before or after hours, please call 501-627-5841.

## **Golf Carts**

Golf carts **may** be available as transportation to/from various locations within the Gardens. Cost is \$25 for use of a golf cart, not to exceed one hour; each cart must be driven by a trained GWG staff member or volunteer. Carts are available on a first come, first served basis and cannot be reserved in advance. Our first priority is to accommodate visitors with physical challenges.