

# Photography Information

## Garfield Park Conservatory and Sunken Garden

2505 Conservatory Drive, Indianapolis, IN 46203 • (317) 327-7183 • gpcons@indy.gov



Please refer to the following for information about photography at the Conservatory and Sunken Garden. Please note that this information is specific to the Conservatory and Sunken Garden and may differ from photography policies for the rest of Garfield Park and Indy Parks.

### Who Needs a Photography Permit?

- Anyone taking posed photos (i.e. family, senior, prom, maternity, wedding)
- Professional and commercial photographers (photographer is being paid or work is being sold)

### Permit Availability

- Permits must be booked 2 weeks in advance. Same day permits are not available.
- Availability is limited and subject to change.
- Permits will not be issued more than 60 days before photo shoot date.

Conservatory Availability	Sunken Garden Availability
<ul style="list-style-type: none"><li>• Mon-Fri between 11-4 p.m. (no weekend availability)</li><li>• Photo Shoot group limited to 6 people total. (including photographer)</li><li>• Conservatory permits include access to Sunken Garden during rental.</li><li>• Conservatory admission will need to be paid for individuals upon arrival.</li></ul>	<ul style="list-style-type: none"><li>• May-Sept: Mon-Sat. 11 a.m.-5 p.m. Sun. 1 p.m.-5 p.m.</li><li>• Oct-Apr: Mon-Sat. 11 a.m.-5 p.m. Sun. 1 p.m.-5 p.m.</li><li>• Sunken Garden permits DO NOT include access to Conservatory.</li><li>• Fountain operation is not guaranteed at any time.</li></ul>

### Permit Types

- **\$25 per hour Permit**
  - Must be non-professional photographer AND
  - Photo shoot group (including photographer) must be 6 people or less
- **\$75 per hour Permit**
  - Photographer is professional OR
  - Photo shoot group (including photographer) is more than 6 people
- **Commercial Photo Shoot Permits**

This is for commercial photographer and any videographers. Commercial Photo Shoot Permits must be set-up with management. Please inquire for fees and availability.

### How to Obtain a Permit

Permits can be obtained by contacting facility via phone or email. Contact information is listed above. Full payment is required at time of booking. No refunds will be issued for paid photo permits.

*See reverse side for summary of photo shoot rules.*

## **Photo Shoot Rules**

- Sunken Garden only photo permits do not include access to Conservatory.
- Props, lighting equipment, and backdrops are not permitted.
- Remain on pathways and designated seating areas. No sitting or standing or climbing on fountains, plants, or other props, and do not block pathways.
- No changing or make-up facilities are available.
- Photo shoot must not disrupt the family-friendly atmosphere with offensive or inappropriate clothing or subject matter.
- No refunds, unless cancelled by department. Refunds will not be issued for any reason, including weather, conditions of plants and water features, and/or ejection from the facility.

A complete list of policies will be outlined in official permit paperwork and must be followed by all in attendance.

Please ask questions regarding unique situations before making payment, as no refunds are available.