



Policies and Guidelines for Photography at Shaw Nature Reserve

- *Every person (including commercial photographers and their clients) entering Shaw Nature Reserve must stop at the Visitor Center to register.*
- *Non-members must pay the entrance fee. Members must register the total number of guests in their party.*

I. Amateur Photography

Shaw Nature Reserve is a beautiful location for photography. We welcome visitor photos; individual family, engagement and senior class portraits; and other photography and portraiture intended for **personal use only**. Photographs and videos **may not** be used for commercial purposes without permission from a Missouri Botanical Garden representative.

Visitors must abide by the **GENERAL GUIDELINES FOR ALL PHOTOGRAPHY** as seen below when taking pictures at the Reserve.

For **homecoming and prom photos**, everyone (students, photographers, parents, etc) must check in at the Visitor Center and pay admission. You will receive a receipt that you must have available at all times if asked to present it while out on the grounds.

Shaw Nature Reserve and its employees are not responsible for any loss or damages that may occur.

- **GENERAL GUIDELINES FOR ALL PHOTOGRAPHY**
 1. Parking is allowed only in designated parking areas. **No parking is permitted along roadways.** Vehicles may load and unload guests who require special assistance in back of the Bascom House. No idling of vehicles is permitted. Drivers will be asked to turn off their engines or leave the premises.

2. Please be courteous and polite to the general public and visitors.
3. You and your clients must **stay on paths**. Do not leave the path or paved areas except when entering lawn areas. Picking flowers is **prohibited**.
4. Flowerbeds or plant displays may not be entered or disturbed. Even though plantings are “wild” they are still planting beds and treated with care by our staff.
5. **No alcoholic beverages** are allowed. If observed, the entire party will be asked to leave immediately without refund of fees.
6. No pets or animals of any kind.
7. No smoking anywhere on the grounds.
8. Pathways or other access areas may not be blocked in any way.
9. Plant labels and other signs may not be changed or removed.
10. If furniture is moved, return to original locations when finished.
11. Please limit wardrobe changes to one so as not to occupy public restrooms for an excessive amount of time.

II. Wedding and Portrait Photography

Wedding and portrait photographs are permitted, subject to the following rules:

- **WEDDING PHOTOGRAPHY FEE:** Reservations **are required at least a week in advance** by filling out the **Wedding Photography Permit** and prepaying the \$150 fee for up to 25 guests. Reservations are between 9 AM and 3 PM with the last entry at 3 PM. Photo sessions must be completed by 4 PM, no exceptions. No discounts, complimentary passes or group rates may be applied to the fee. Photography is permitted in any of the outdoor, public areas. Photography is not permitted in the Bascom House.
- **PORTRAIT PHOTOGRAPHY FEE:** Non-wedding portrait photographers must pay admission for all participants including parents, the subject and the photographer. The **GENERAL GUIDELINES** as stated above must be adhered to.

III. Commercial Shoots

Commercial photography or video includes, but is not limited to, images for use in/as: display advertising, television commercials, feature films, music videos, retail products, brochures, product literature, annual reports, training videos, award presentations, instructional videos, business websites, non-macro stock photography for sale, model portfolios and other industrial, promotional or advertising projects. Drone photography is treated as commercial photography and requires an application and payment. It is

prohibited on Shaw Nature Reserve grounds unless arranged with the Shaw Nature Reserve Staff.

Ad agencies, public relations firms, marketing groups, corporate communications offices, commercial photographers, location scouts and others wishing to shoot commercial photography or video at the Shaw Nature Reserve should contact the Shaw Nature Reserve Visitors Center at 314-577-9555.

Application and Documentation

A commercial shoot application must be completed prior to the shoot. Once shoot approval has been granted, a Certificate of Insurance indicating liability coverage in the amount of \$1,000,000 against damage to persons, grounds, buildings or plant life, and naming the Shaw Nature Reserve as additional insured, must be presented no later than two business days before photography/filming is to take place.

- **Fees:** Commercial shoots are subject to a base location fee (\$100-300 per hour) depending on the time and nature of the shoot. Shaw Nature Reserve reserves the right to reduce fees for non-profit groups.
- **Locations:** All desired shoot locations and areas must be discussed and approved in advance, so as not to conflict with any work or classes or private events being held on the grounds. Shaw Nature Reserve reserves the right to limit photography of recognizable Shaw Nature Reserve features.
- **Load-In, Parking and Transportation:** Free, on-site parking is available. Logistics must be arranged in advance.
- **Weather:** Shaw Nature Reserve reserves the right to cancel shoots due to poor weather. Rescheduling is contingent upon availability of Shaw Nature Reserve grounds.
- **Credit:** Shaw Nature Reserve may, at its discretion, require the following credit line: "Photographed (Filmed/Videotaped) on location at the Shaw Nature Reserve, Gray Summit, Missouri." (Add "USA" if distributed outside the United States.)

Shaw Nature Reserve reserves the right to refuse admittance for portrait photography and/or to change the Photo Policy without advance notice.

QUESTIONS: Call Shaw Nature Reserve at 314-577-9555.
