



MENDOCINO COAST BOTANICAL GARDENS

FILM & PHOTOGRAPHY GUIDELINES

Mendocino Coast Botanical Gardens (MCBG) is a nonprofit botanical garden with a primary goal to protect our plants and plant collections and provide public access to this tranquil place of respite and inspiration. We welcome amateur and professional videographers/photographers to visually document our 47-acre garden by the sea.

Film, Photography, and Media Contact

Roxanne Perkins

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Non-commercial Sessions

Regular admission and entry procedures apply for non-commercial filming/photography that is intended for private use as long as the session takes place during regular visiting hours and does not impact the grounds or visitors. Examples include but are not limited to garden/nature photography, weddings and other private events, engagements, and proms. Please fill in the brief form on the reverse of this page prior to scheduling the session.

Commercial Sessions

Commercial filming/photography includes amateur or professional images that will be sold or used in promotional material. See "Commercial Session Requirements" on reverse.

General Policies

- Sessions including 10 + people and all commercial sessions must be scheduled at least 2 weeks in advance
- Commercial sessions must read and sign the MCBG Commercial Film/Photography Agreement
- Location credit must be published: "Mendocino Coast Botanical Gardens"
- Do not block paths, stairs, or access to garden areas
- Do not stand in garden beds or noted sensitive areas
- Stay on the paths or use the grassy lawn areas
- Do not pick flowers, break branches, or damage the plants in any way
- Do not lean on, climb on or push garden sculptures

Party Size

Party size includes everyone who attends the session: videographer(s), photographer(s), support staff, models, family members, etc.

- Small parties: 10 or fewer
- Medium parties: 11 – 30
- Large parties: 31 or more

COMMERCIAL FILM/PHOTOGRAPHY GUIDELINES

After-hours Rates

A \$25 non-refundable deposit must be paid a minimum of two weeks ahead of the session. The balance is due upon arrival for the session.

- Small party during regular visiting hours (no access for motorized vehicles needed, no unlocking of gates or special access): Each individual pays regular MCBG admission
- Small party after-hours: \$200 up to 2 hours + \$50 per 30 minutes over 2 hours
- Medium party after-hours: \$350 up to 2 hours + \$50 per 30 minutes over 2 hours
- Large party after-hours: \$500 up to 2 hours + \$50 per 30 minutes over 2 hours

- A 72-hour cancellation notice is required to avoid loss of 50% of the rental fee. In the case of inclement weather or any unexpected closure of MCBG, sessions may be rescheduled or a full refund may be issued, less the service fee if paid by charge.

Commercial Session Requirements

- Reservations must be scheduled at least 2 weeks in advance for all commercial sessions
- A Commercial Film/Photography Agreement (available upon request) must read and signed prior to scheduling the session
- A pre-production site visit with a representative from the production company may be required on a case-by-case basis
- A security deposit to ensure site restoration and clean-up may be required on a case-by-case basis. Depending on the activity, permits may need to be acquired
- Due to limited parking, MCBG staff must be informed of vehicle type and number of expected vehicles that will be on the property
- Supply MCBG with a complimentary copy of the completed project for internal archival purposes and for potential use on MCBG's website and social media pages
- Location credit must be published: "Mendocino Coast Botanical Gardens"

I have read and fully understand the contents of this document. On behalf of my party, I agree to the terms and conditions stated above.

Printed Name (first and last)

Company/Organization

Email

Phone Number

Signature

Date

Staff Signature

Date