



COMMERCIAL PHOTOGRAPHY POLICY

All photographers who plan to conduct a photo shoot at the Norman Bird Sanctuary should review and follow the rules outlined here:

Commercial photography on the Norman Bird Sanctuary grounds requires advance permission.

Any photo shoot, such as family portraits, engagement, senior photos, wedding photos, art or fashion photo shoots will require:

- Advance approval
- A Norman Bird Sanctuary Membership
- Payment of a \$75.00 photography shoot site fee
- A photography permit provided by Norman Bird Sanctuary

In order to request permission to conduct your photo shoot at NBS, please complete the photography permit request form: <http://weblink.donorperfect.com/PhotoPermit>.

Please submit your request form at least **three weeks** in advance of the date you are requesting to conduct your photo shoot.

Once the request form is submitted, NBS will review and send you an email confirming if your request has been approved or declined.

If your date, time and location is approved, NBS will send you a confirmation via email with details regarding your photo shoot and instructions for purchasing membership and paying the photography shoot site fee.

You must purchase your membership and pay the site fee in advance of your approved photo shoot date and you must bring your receipt with you to NBS on the day of your photo shoot in order to obtain a photography permit to conduct your photo shoot.

Please arrive to NBS 15 minutes prior to your photo shoot start time. Upon arrival, please check in at the welcome center with your entire group. Please present your site fee receipt and you will then receive a photography permit from NBS. Permitted locations for taking photos are subject to change based on availability and are designated by NBS.

Photography Rules: Photographs may not be taken on the stone walls or in trees on the property. There are no pets allowed on the property for photo shoots. Photoshoots may not exceed a two-hour timeframe. Up to six people total (including the photographer) may attend a photo shoot. If there will be more than six people at a photo shoot, each additional person must pay the standard entry fee upon arrival. Do not take photos of people at NBS that are not part of your photo shoot.

Cancellation Policy: In the event of inclement weather which prevents the photo session, the following can be done: A request to re-schedule for an alternative date must be made within one week after the scheduled photo shoot date. Refund and rescheduling requests must be made via email by contacting the Norman Bird Sanctuary at: farmhouse@normanbirdsanctuary.org. Otherwise, the site fee is non-refundable. Please note, the Norman Bird Sanctuary membership is non-refundable.