



Photography/Videography Permit

Welcome to Castle Gardens! This facility, which is privately owned, offers a beautiful backdrop for pictures/videos as well as a special place for many events. To maximize the enjoyment and use by all of guests, our photography policy requires a permit for **all posed photography and videography**. Anyone who takes multiple, posed pictures is required to have a permit. This includes professional photographers as well as amateurs, including parents taking more than one photograph of their children. We encourage photographs of the gardens (without individuals), and permits for garden photos are not required. Photographs may not be used for business/commercial purposes.

Permits may be requested no more than up to 30 days in advance. A minimum of four days notice is preferred. Permits to more than one group may be issued for the same day/time. However, permits are not issued during weddings or other scheduled events. A copy of the permit will be returned as a receipt and is to be with the permit holder during the photo session, as staff may ask to review this at any time.

All parking for Castle Gardens is on premises.

Please be respectful of the property by staying on paved pathways and the lawns. Plants, decorations, plant markers, rocks, water features, and furniture can be included in pictures without being moved.

Alcohol and animals, with the exception of assistance animals, are not allowed. The permit holder is responsible for any damage. Access to the Castle is not included; there are no restrooms, rain shelters, or facilities for clothing changes. Fees are non refundable; please call to reschedule in the case of inclement weather.

All proceeds from the permits are used to support the maintenance and preservation of Castle Gardens. Checks should be made payable to the Castle Gardens. Fees for non-exclusive permission to take photography in the Gardens and next to the buildings are as follows:

\$50 for one to two subjects per hour

\$75 for three or more subjects per hour (family or other non wedding parties) \$250 for a wedding party of up to 20 people per hour





CASTLE GARDENS
EVENT VENUE



Photography Date _____ Start Time/End Time _____
of Subjects _____

Applicant's Name _____ Intended
use of Photo _____

Address _____ City, State ZIP _____
Phone _____

Photographer and/or Photography Business Name _____
Phone _____

Address _____ City, State ZIP _____

I have read the policy and agree to be bound by it
_____ Date _____

(309) 826-6916, info@castlegardens.us Mail permits to 10 N. Spencer St., Lexington, IL 61753.

For Office Use Only

Date _____ Approved by _____ Amount paid _____
Check Number _____

