



WOODLAWN MANOR CULTURAL PARK

Posed Photography Sessions at Woodlawn Manor Cultural Park

Woodlawn Manor Cultural Park is a historic & picturesque 48-acre property in the heart of Montgomery County, Maryland. The park is owned and operated by Maryland-National Capital Park and Planning Commission (M-NCPPC), Montgomery County Parks.

A Photo Permit is required for all posed photography sessions held 7 days a week, 9 am – 5 pm including family portraits, prom photos, quinceaneras, engagement, wedding, other life occasions and all filmography.

A photo permit IS required when:

- Your photo sessions will be held between the hours of 9 am – 5 pm.
- The primary purpose of your visit is to capture photos of your family/group
- A photographer (professional or hobbyist) is accompanying you to take posed photos
- You or any member of your party is wearing formal attire/costume/wedding attire

A photo permit is NOT required when:

- Sessions **completed** before/after 9 am – 5 pm. (All normal WMCP rules apply.)
- Photos taken are personal mementos of your visit to WMCP’s museum facilities/activities

M-NCPPC, Montgomery County Parks Policy on User Fees:

Basic facilities, services, and programs (such as trails, playgrounds, and picnic areas), which appeal to a broad spectrum of the community, are supported by general tax dollars and are provided at no additional charge to residents. **User Fees are charged for those facilities, services, and programs which provide an individual benefit or an exclusive use. User Fees may also be charged to balance use with capacity and demand, and to allocate scarce resources.**

(Effective January 1, 2010, approved by M-NCPPC Planning Board, October 2009)

DAILY RATES

User fees help us achieve our mission to preserve, protect, educate and care for the historical structures and grounds of Woodlawn Manor Cultural Park.

PARK GROUNDS (Building interiors not included)

Number of people includes photographer, assistant(s) and photo subjects

<u>Number of People</u>	<u>Hourly Rate 14+ days Advance Reservation</u>	<u>Hourly Rate 13 days or less</u>
1-10 People	\$45.00	\$90.00
11+ People	\$350.00	\$425.00
Prom Photos	\$5.00 per person	\$10.00 per person

A photo permit provides you with non-exclusive use of Woodlawn Manor Cultural Park. The only space available for changing clothes is the Visitor Center’s public restrooms open normal operating hours.

January 2020- Indoor building spaces are no longer available for photography sessions.

Permits should be purchased at least 3 weeks prior by the photographer or session coordinator.

We do not guarantee availability for requests received less than 3 weeks in advance.

GUIDELINES

Permits

- **Permits should be purchased at least 3 weeks prior by the photographer or session coordinator. We do not guarantee availability for requests received less than 3 weeks in advance.**
- Submission of a Request Form does not serve as an approved permit.
- **An approved photo permit AND full payment are required BEFORE a photography session can be held.**
- Availability is dependent upon WMCP scheduled programs, events, photo sessions and other scheduling factors. WMCP staff reserve the right to deny a requested date as deemed necessary.
- Approved photo permits do not include any indoor spaces or restricted-use areas including pastures and fenced areas.
- Drones are prohibited at Woodlawn Manor Cultural Park.

Your session

- Please arrive in a timely manner and adhere to your scheduled time. Sessions that run more than 20 minutes over their scheduled time will be charged an additional hour. Please plan accordingly.
- Costume pieces and hand-held props are permitted. Clothing and props may not be hung from any park sign, structure, tree or plant.
- Larger props are not permitted- including tables, chairs, clothing racks, free-standing arches, etc.
- Reserved parking is not available. Parking is based upon other scheduled programs, events & photo sessions. No parking on grass areas is allowed without staff permission.
- If you plan on arriving in a limousine, bus or other large vehicle please indicate at the time of your permit request.
- All M-NCPPC/Woodlawn Manor Cultural Park rules apply.

PHOTOGRAPHY/FILMOGRAPHY TERMS OF USE *Please read carefully.*

Receipt of Payment constitutes understanding of/responsibility to comply with the Terms of Use listed below:

- Photo Sessions are reserved for One Hour Only. You may book multiple One-Hour Sessions.
- The Photo Session must not interfere with others' enjoyment of the park.
- Photo Sessions are not allowed inside any historic structures. You agree not to disturb any signs, structures, fences, trees, plants, block paths, or climb fences/walls.
- For the safety of all visitors, please be mindful of cords and equipment that pose a hazard.
- Photo Sessions can be rescheduled or transferred with 48 hours' notice. No refunds are available.
- For any photos published online or in print, please include location in caption: "Woodlawn Manor Cultural Park, Sandy Spring, MD."

SCHEDULING A PHOTO SESSION:

- Submit a completed Photography & Film Session Request Form. Submission of the Request Form does not guarantee availability or serve as an approved permit.
- WMCP staff will contact you if your requested date/time is not available or if more information is needed.
- Once your request is approved, you'll receive a confirmation email within 5 business days with a link to your ActiveMontgomery permit. Follow the link and pay online.
- **An approved permit AND full payment are required BEFORE a photography session can be held.**

For information or to schedule a photography session:

Contact 301-929-5989 or MCP-WoodlawnRentals@montgomeryparks.org.



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WoodlawnManor.org | 301-929-5989