

# How to Book Your Photo or Video Shoot at Brookside Gardens: A Guide

Follow the steps below to book your photo or video permit!

Note: Permits are only needed during the hours of 9am-5pm. If you are taking photos or video before 9am or after 5pm, you are free to do so without a permit. Please keep in mind however that you may be sharing the space with multiple photography groups. No matter the time of day, certain areas of the gardens may be shut down for programming and special events. Day of permits are available in person at our GIFT SHOP only and have a higher fee.

- 1) Determine if a photo permit is necessary. You will need a permit if you can answer yes to **any one** of the questions below:

**Is the primary purpose of your visit to capture photos of yourself, family, or group?**

**Are you wearing formal attire/costume/wedding attire or coordinating casual wear?**

**Will a photographer (professional, hobbyist, or family member) be accompanying you to take the photos?**

Ask yourself this- can you do this in your backyard? If you can do this in your backyard but choose to do it at Brookside Gardens, you will need a permit.

If you are unsure if you need a permit please contact us at 301-962-1404 or [event.manager@montgomeryparks.org](mailto:event.manager@montgomeryparks.org).

- 1) Once you determined if a permit is necessary consider these questions. You will need to know these things to book your permit:

- What date and time were you planning to have your shoot?
- How many people, including the photographers, assistants, and bystanders, will be on site?
- \*What type of photos will you be taking?
- Will you be bringing any props or arriving by a limo?

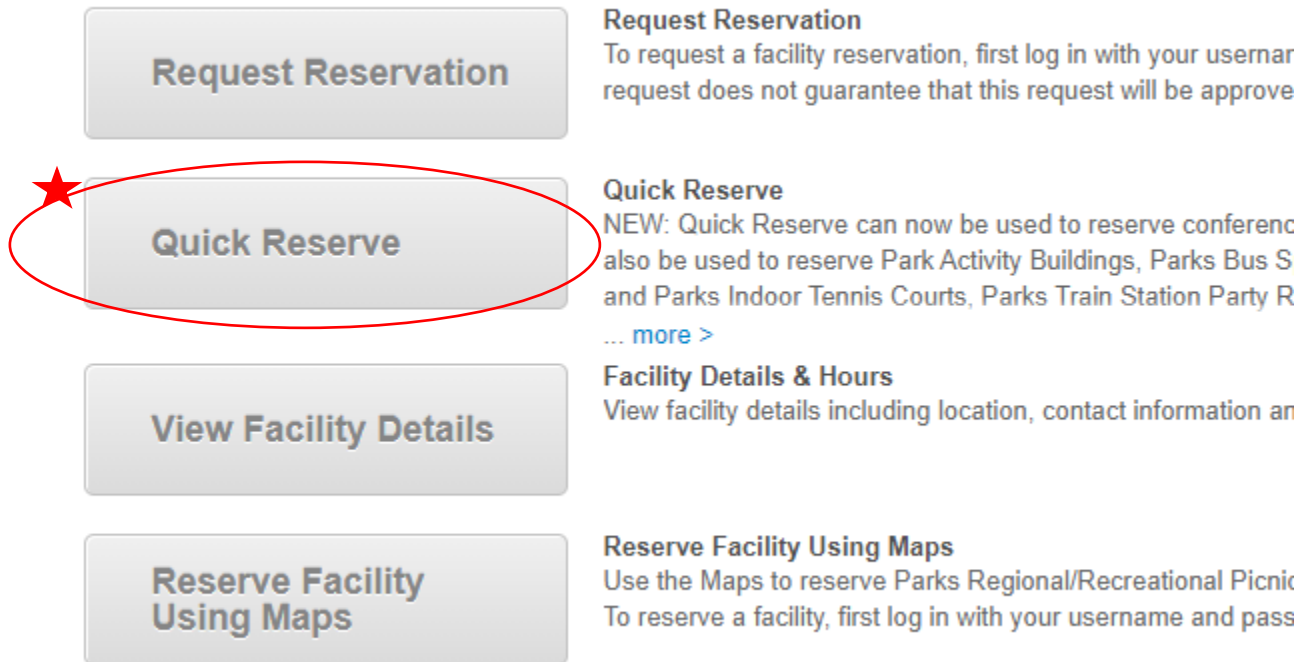
\*If you are booking for wedding photos, an elopement, or a wedding ceremony, please contact us at 301-962-1404 or [event.manager@montgomerypark.org](mailto:event.manager@montgomerypark.org). We do not book wedding permits online.

- 2) When you have all your reservation details, go to [www.ActiveMontgomery.org](http://www.ActiveMontgomery.org) and login to your account. If you don't have an account, create a free one! You will need an Active Montgomery Account to be able to purchase a photo permit.

- 3) Once logged in click on Reservations in the menu bar.



4) Click on Quick Reservation



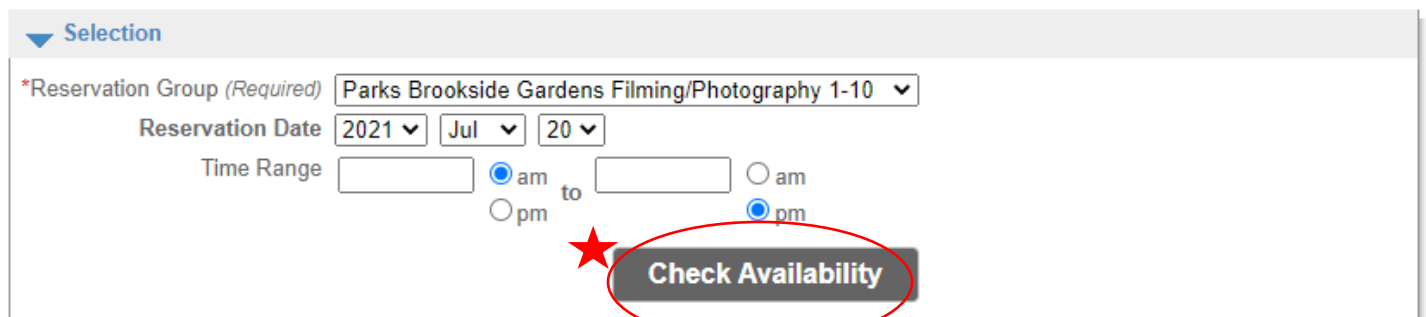
The screenshot shows four buttons on the left and their corresponding descriptions on the right. The 'Quick Reserve' button is circled in red with a red star next to it.

Button Label	Description
Request Reservation	<b>Request Reservation</b> To request a facility reservation, first log in with your username and password. This request does not guarantee that this request will be approved.
Quick Reserve	<b>Quick Reserve</b> NEW: Quick Reserve can now be used to reserve conference rooms, also be used to reserve Park Activity Buildings, Parks Bus Stop and Parks Indoor Tennis Courts, Parks Train Station Party Room. <a href="#">... more &gt;</a>
View Facility Details	<b>Facility Details &amp; Hours</b> View facility details including location, contact information and hours.
Reserve Facility Using Maps	<b>Reserve Facility Using Maps</b> Use the Maps to reserve Parks Regional/Recreational Picnic Areas. To reserve a facility, first log in with your username and password.

5) Choose your Reservation Group based on how many people are in your group

- [Parks Brookside Gardens Filming/Photography 1-10](#) If your group is 10 people or less including everyone who is on site (those getting their pictures taken and bystanders).
- [Parks Brookside Gardens Filming/Photography 11-25](#) If your group is 11-25 people including everyone who is on site (those getting their pictures taken and bystanders).

6) Once your group is chosen, pick the date you want to reserve and click Check Availability. You can reserve your date and time up to 45 days in advance.



The screenshot shows a form titled 'Selection' with the following fields:

- \*Reservation Group (Required): Parks Brookside Gardens Filming/Photography 1-10
- Reservation Date: 2021, Jul, 20
- Time Range: [ ] am to [ ] am, [ ] pm to [ ] pm
- Check Availability button (circled in red with a red star)

- 7) Scroll down and enter the information. The information and questions you would have to answer are:
- Event Name → We recommend using something such as your name plus the type of photos you are doing. For example, “Jennifer’s Engagement Photos.”
  - Type of photos or video
  - Additional photo questions
  - And tell us about your shoot

▼ Availability for Fri, Jul 30, 2021

Event Name:

**Questions**

\*Type of Photos: Check all that apply: (Required)

- Family Photos
- Maternity Photos
- Engagement Photos
- Prom/ Graduation photos

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\*Additional Photo questions - select all that apply: (Required)

- Someone in my group is wearing a Quinceanera dress
- Someone in my group is wearing formal attire
- We will arrive in a limo/party bus/large transport
- We would like to bring small furniture

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\*Tell us about your photo/film session: (Required)

[Hide Advance Booking Restrictions Info](#)

Name	Type	Number of Guests	Qty of Equipment	9am	10am	11am	12pm	1pm	2pm	3pm	4pm
Brookside Garden Grounds #1 - Bookings cannot be made more than 45 day(s) in advance - Must be booked at least 1 day(s) in advance	Facility	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 8) After you have entered your information, use the check boxes to choose your time. If a red check mark is under the time, that means that time is already reserved. A blue box with white check mark will appear on the time you reserved. You can choose up to 3 hours, but the price is per hour.
- Groups 1–10 people \$50/hour
  - Groups 11–25 people \$150/hour

9) Once your time is reserved, click and read the Parks GB Photography/Filmography Terms of Use and initial your agreement to follow and click Reserve.

Brookside Garden Grounds #2 Facility


- Bookings cannot be made more than 45 day(s) in advance  
- Must be booked at least 1 day(s) in advance

**Calculate Charges**

Please check any of the items you want included with your reservation request.

▼ Select Checklist Items

Agree to Waiver	Required	Description	Attachment
Initials: <input type="text" value="JLB"/>	Yes	Parks BG Photography/Filmography Terms of Use	--

 **Reserve**

10) Once you hit Reserve it should take you to the Checkout page where you can enter your credit card information. Once you have paid, print or take a screenshot of the receipt! **The receipt is your permit and you will need that with you while at the gardens.**

11) Enjoy your shoot at the gardens!

If you are having difficulties or need assistance please contact the Events Office at 301-962-1404 or at [Event.Manager@MontgomeryParks.org](mailto:Event.Manager@MontgomeryParks.org).