



## 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 or videos of your family or group.
- A photographer (professional, hobbyist or family/friend) is accompanying you to take posed photos.
- You (or your party) are wearing coordinating casual wear or formal attire/costume/wedding attire.

**A photo permit is NOT required when:**

- Sessions **completed** before 9 am or started after 5 pm.
- Photos taken are personal mementos of your visit to WMCP's museum facilities/activities.

**All park visitors must follow WMCP/Montgomery Parks rules and policies regardless of time of day or if a photo permit is required.** Montgomery Parks staff and M-NCPPC Park Police reserve the right to ask any person to leave who is not following park rules and policies.

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### **HOURLY RATES WMCP PARK GROUNDS (Building Interiors not available)**

Fees help us achieve our mission to preserve, protect, educate, and care for Woodlawn Manor Cultural Park's grounds and historical structures.

<u>Number of People</u>	<u>14+ days Advance Reservation</u>	<u>13 days or less</u>
1-7 People	\$50	\$90
8-16 People	\$100	\$145
17- 25 People	\$150	\$200
26+ People ( <i>Min. 4 hr. Required</i> )	\$150	\$200

Rates are charged in 1 Hour increments only- no partial hours. Be sure to include the entire time you will be on the property including set-up/breakdown and complete photography session. Reservation must include all participants- photographer, assistant(s) and photo subjects.

**Permits should be purchased at least 2 weeks prior by the photographer or session coordinator.** We cannot guarantee availability for requests received less than 2 weeks in advance.

A photo permit provides you with non-exclusive use of Woodlawn Manor Cultural Park. No interior spaces are available for use. The Visitor Center's public restrooms are open normal operating hours. Check the website for current information.

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*)

## **PARK RULES & POLICIES- Applies to all Park visitors at all times.**

All Park visitors must follow WMCP and Montgomery Parks rules and policies regardless of time of day, or if a photo permit is required. Montgomery Parks staff and M-NCPPC Park Police reserves the right to ask any person to leave not following park rules and policies.

- Park grounds and parking areas are open from sunrise to sunset only. Visitors are not permitted on the property before dawn or after dusk.
- Photo sessions must not interfere with others enjoyment of Woodlawn Manor Cultural Park.
- Vehicle parking (including motorcycles) is permitted in designated parking lots only. Vehicles are not permitted on grass areas or blocking entrance/exits, driveways or pathways.
- Reserved parking is not available. Parking is based upon park visitation, scheduled tours/programs/events & photo sessions. Please indicate on your request form if you plan on arriving in a limousine, bus, or other large vehicle.
- Park visitors are not permitted to enter closed or restricted areas including buildings, pastures, fences, gated or locked areas. No disturbance of park signage, amenities, facilities, or structures. No climbing trees.
- No blocking entrances, exits, driveways or pathways for park visitors. No trip hazards are allowed.
- Props- Costume pieces and hand-held props are allowed. Clothing and props may not be hung from any park sign, structure, tree, or plant. Large props are prohibited such as benches, tables, chairs, couches, clothing racks and free-standing arches.
- No balloons, cannons of any kind (smoke, confetti, streamers, etc.) or smoke machines are permitted. Drone photography is prohibited.
- Do not disturb Park Police horses. The police horses are not available for use in photography sessions.
- No commercial signage or solicitation is allowed.
- No large group gatherings without prior authorization.
- All photos published online or in print, should include the location in caption: "Woodlawn Manor Cultural Park, Sandy Spring, MD."

## **SESSION TERMS OF USE- Please read carefully!**

**Receipt of your payment constitutes understanding of, and responsibility to comply with, the Terms of Use listed below.**

- **Permits should be purchased at least 2 weeks prior by the photographer or session coordinator.**
- Photo sessions are reserved in one-hour intervals only- no partial hours. You may book multiple one-hour sessions- a maximum of 3 Hours, except for groups of 26 or more. Your request must include the entire time you will be on the property for the photo session.
- Sessions are reserved as available and may not be permitted during scheduled events, periods of heavy public visitation or other scheduling factors.
- All photo session participants will follow the Park Rules and Policies listed above.
- Please adhere to your scheduled time. Sessions that run more than 20 minutes over the scheduled time will be charged an additional hour. Photo Sessions can be rescheduled or transferred with 48 hours' notice. No refunds are available.
- 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.**

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## **FOR MORE INFORMATION OR TO SCHEDULE A PHOTO SESSION:**

- **Submit a completed Photography & Film Session Request Form.** WMCP staff will contact you if more information is needed or if your requested date/time is not available.
- Once approved, within 5 business days you will receive a confirmation email with directions on how to pay online.

Contact 301-929-5989 (#5) or [MCP-WoodlawnRentals@montgomeryparks.org](mailto:MCP-WoodlawnRentals@montgomeryparks.org)