

## Conditions and Compliance Requirements for PR Photo Loan

### 1. Conditions of Use and Compliance Requirements

- It should only be used to introduce Shinjuku Gyoen.
- Do not use for any other purpose.
- Do not transfer or lend to a third party.
- Do not replicate data.
- In addition, follow the instructions of the staff.

### 2. When preparing a manuscript, etc.

In order to ensure the accuracy of the content, please refer to the Shinjuku Gyoen website when preparing manuscripts, etc.

(Japanese) <https://www.env.go.jp/garden/shinjukugyoen/index.html>

(English) <https://www.env.go.jp/garden/shinjukugyoen/english/index.html>

Please include “Photo provided by Shinjuku Gyoen Management Office” or “©Shinjuku Gyoen Management Office” for any photo credit.

However, if you borrow a photo for which we do not own the copyright (or for which the copyright is unknown), please include “Photo collection of Shinjuku Gyoen Management Office” for any photo credit.

In addition, the following notes are requested to be included in the manuscript whenever possible.

(Japanese) 酒類持込禁止、喫煙禁止、遊具類使用禁止（こども広場除く）

(English) Drinking alcohol, smoking cigarettes and using sports equipment (except in the Kid's Area) in the garden are prohibited.

Please submit the completed manuscripts, etc., before publication to confirm that they are consistent with the content of the application and that there are no factual errors. Please note that it will take about five days (excluding holidays) to check.

### 3. After preparing manuscript

Please submit printed materials, magazines, or other deliverables containing the data as soon as possible after completion (within one month after loan).

Use of the photos on loan for purposes other than those for which they were applied is prohibited.

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