

Conditions and Compliance Requirements for Photography/Coverage

1. When taking photos or filming

In order to ensure the safety of visitors and to preserve animals, plants, and facilities, we ask that you strictly observe the following.

- You are not allowed to take photos or film in places other than those that have been applied for and approved in advance.
- Please do not occupy the same place for a long time, block the path, or do anything that may interfere with the use of the garden by other visitors. Also, please do not move visitors on for photography purposes.
- Since the passage is narrow in the greenhouse and in the Kyu-Gokyu-Sho (Old Imperial Rest House), it is prohibited to take images using devices that obstruct the passage such as tripods and reflector boards. Lighting equipment can be used only if it can be held in hand or fixed to the camera. In principle, there should be no more than three people involved in the process. If there are two or more people involved, please assign a person to call out to them so that their activities do not cause trouble to visitors.
- No vehicles, carts, or other transportation equipment may be used in the garden. Keep equipment and tools used to a minimum.
- There is no waiting room for crew or models.
- We do not bear any costs related to photography and publishing (including purchase costs of store merchandize).
- Please be considerate of the portrait rights and privacy of visitors to the garden. (If there is an image of a person who can be identified, please pixelate it.)
- If any damage is caused to the garden's vegetation or facilities as a result of activities, the crew is responsible for restoring them to their original state.
- Please strictly observe the following prohibitions in the garden. If you commit a prohibited act, we will ask you to halt activities.

Also, we may ask you to stop if you use language that promotes prohibited activities (drinking alcohol, etc.) or make comments that damage the dignity of the garden.

Main prohibitions in the garden

- Bringing in alcoholic beverages
- Bringing in animals (except assistance dogs for people with disabilities)
- Bringing in plants (cut flowers, fresh flowers, dried flowers, artificial flowers, etc.)
- Bringing in a drone
- Ball games such as catch; use of play equipment such as badminton, roller skates, frisbees, and jump ropes *Some play equipment can be used only in the Kid's Area.
- Picking or damaging plants
- Catching or injuring an animal (including fish and insects)
- Climbing trees in the garden
- Entering a restricted or protected planting area
- Bringing in plants to plant them
- Bringing in animals to release them
- Playing musical instruments, or using audio equipment to make a loud noise, such as radio-cassette players, loudspeakers, or whistles
- Picking fallen leaves, branches, flowers or nuts and taking them out of the garden
- Building a fire or using instruments that cause fire such as portable stoves
- Smoking (including electronic cigarettes) in the garden or parking lots
- Wearing revealing clothing (half-naked, etc.)

For other details, please be sure to check "Garden Rules" on the Ministry of the Environment Shinjuku Gyoen website.

https://www.env.go.jp/garden/shinjukugyoen/2_guide/guide_00002.html

- Please follow any other instructions given by Shinjuku Gyoen officials as necessary.

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, scripts, narration, subtitles, captions, etc.

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

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

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 completion

Please submit DVD, magazine, URL, or other deliverables as soon as possible after completion (within one month after completion). Secondary use of the photos and videos taken or use for purposes other than those for which they were applied is prohibited.

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