Application for Permission for Photography/Coverage

To the Manager of Shinjuku Gyoen Management Office

Accepting the compliance requirements and conditions shown, I hereby apply for photography/coverage in Shinjuku Gyoen National Garden with the following information and a proposal to be submitted separately.

(Fill in the blanks below)

|  |  |  |  |
| --- | --- | --- | --- |
| Application date | [Month] [Date], [Year] | | |
| Applicant | Company name |  | |
| Address |  | |
| Name of applicant |  | |
| Phone number |  | |
| E-mail |  | |
| Field manager (Fill in only when different from the applicant) | Name |  | |
| Phone number |  | |
| E-mail |  | |
| Publication medium | ☐ Magazine ☐ Newspaper ☐ TV ☐ Web ☐ Social media platform  ☐ Other ( ) | | |
| Name |  | |
| URL (For web and social media platform) | |  |
| Publication, issuance, broadcast date, etc. | | From [Time] to [Time], [DOW], [Month] [Date], [Year] |
| Preferred date and time of photography | From [Time] to [Time], [Month] [Date], [Year] \*Photography hours are basically from 9:00 to 17:00 on days the garden is open (until 16:00 from October 1 to March 14). | | |
| Request for preliminary inspection | ☐ Yes ☐ No | | |
| Location | ☐ Landscape Garden ☐ Formal Garden ☐ Japanese Traditional Garden  ☐ Mother and Child Woods ☐ Tamamo Pond ☐ Greenhouse  ☐ Kyu-Gokyu-Sho (Old Imperial Rest House) ☐ Entrance gate ☐ Other ( )  \*If necessary, enter the location and route on a separate drawing. | | |
| Number of people working in filming/photography | Crew member(s): Model(s): | | |
| Equipment and tools |  | | |
| Vehicle use | ☐ Yes ( vehicle(s)) ☐ No \*To be parked in the backyard. On-street parking strictly prohibited. No vehicles in the garden. | | |
| Interview | ☐ Visitor interview requested ☐ Staff interview requested | | |
| Special notes, etc. |  | | |

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