

Heckrodt Wetland Reserve Professional Photographer Permit Policies (effective January 1, 2016)

Professional Photographer: Any agent, employee, or owner of a photography business, freelance, or hobby photographer, who uses Heckrodt Wetland Reserve grounds or facilities for portrait settings of individuals or groups. Also, anyone who intends to use the images in any manner in which they will be offered for sale is considered a commercial photographer. If you fit this definition, you will need to apply for a permit.

Annual permits are in effect from July 1 – June 30 each year. The permit fee is \$100 and expires on June 30 each year regardless of the date purchased. All permit fees will be used to pay for habitat management and restoration on the Reserve.

Annual permits must be purchased at least two weeks in advance, and are not available the day of the photography session. Any photography group found without a permit will be asked to leave the premises immediately.

All photographers requiring a permit must clearly display their Photography Permit while on the Reserve property.

Reservations/Notification

Reservations are not required for posed photography sessions such as family portraits, engagement photos, senior photos, prom photos, and the like. However, photographers are required to notify HWR of photo shoots by emailing heckrodtwetland@gmail.com in advance with date and time of the photo shoot and contact information for the photographer.

Advanced reservations are required for wedding photo sessions and group photo sessions involving more than 10 people. These sessions must occur during the Nature Center's regular hours (8 AM -4:30 PM Tuesday – Friday and 11 AM – 4 PM on Saturday). Reservations may be made by calling Tracey Koenig at (920) 720-9349 during regular operating hours.

General Information

Use of the Reserve for photography is open to the public during the Reserve's regular operating hours. As the Reserve is open to the public, privacy cannot be guaranteed. Areas of the Reserve cannot be reserved for the exclusive use of any group. Heckrodt Wetland Reserve reserves the right to determine the appropriateness of each use and to stop a photography session should it be deemed inappropriate for any reason.

Respect for the Reserve's Sanctuary and Program

- All visitors (including photographers and their subjects) must remain on the trails at all times. Going off trail violates sensitive wildlife habitat and disturbs resident wildlife.
- Photographers may not block trails during their session. Visitors must be able to pass your group freely.
- Mosquitoes, ticks, spiders, and the like are a normal part of the Reserve. Insect repellent designed for use on skin is suggested. No insect repellent may be sprayed onto the environment.
- Any mowed area inside the no mow grass north of the Nature Center is an indication of invasive species removal—it is not provided for posed photography purposes and may expose people to unpleasant reactions. Be aware that herbicides are used to help control invasive species.
- Visitors must remain on trails in the prairie – no photography is permitted within the prairie vegetation.
- Do not pick the flowers or plants or rearrange the natural environment for any reason.

- Do not climb or sit on split rail fences. Stand or sit in front of them for photography.
- At no time should photographers or their subjects be IN planted gardens around the Reserve. Stand alongside the garden for photography purposes.
- Fallen logs are not to be used as staging props for groups – use benches provided. Do not climb trees, downed trunks, or other natural items. The World Beneath Your Feet children’s play area is the only place this activity is permitted, and then only on the equipment provided. Do not enter the woods around the area.
- No props are permitted without prior written approval from HWR staff. . NO helium or air filled balloons are permitted at any time. Because of the nature of the facilities no birdseed, rice, flower petals, glitter or confetti of any sort may be used or thrown anywhere on HWR property. No candles are permitted.
- Photographers and their clients must respect other visitors. Loud noise, running on trails, and stomping on the boardwalk is inappropriate and must be avoided.
- Do not ask staff/volunteers to stop work or move equipment/tools. Other visitors on the property must not be approached and asked to relocate their activity.
- At no time should wildlife be chased, teased, petted, fed or otherwise harassed. Live wildlife is not provided as part of a photography background – this is their home. Heckrodt Wetland Reserve is not a petting zoo.
- Photographers are expected to be aware of HWR education programs being conducted at the Reserve and to avoid disturbing these sessions. Do not move program props or labels/signs placed by staff. Call the Reserve in advance to inquire about programming and its whereabouts on the property. HWR programming always has priority over any photography session.
- Professional photography sessions are not permitted on the day of HWR special events. Photographers should refer to the Reserve’s public program schedule for prohibited dates or call the Reserve to inquire about prohibited dates.
- A room rental (minimum of four hours) is required for posed photography inside the nature center—see our Room Rental Brochure. Indoor portrait photography is limited to the space rented (Presentation Room (and the Solarium, if rented)). Due to our programming schedule, very few room rental dates are available.
- There are no changing rooms at Heckrodt. Restrooms may NOT be used for dressing rooms. Clients need to arrive camera-ready, or make other arrangements for changing clothes. Appropriate clothing must be worn at all times.

Safety and Security

- The photographer and subjects at the Reserve agree to abide by all rules of the Reserve and by all requests of HWR’s representatives.
- For safety reasons, no wires, ropes, strings, cords, ribbons, signs or poles can be strung from the natural environment or placed on the Reserve.

- Heckrodt Wetland Reserve is not responsible for any personal property. Valuables should not be left unattended anywhere on the grounds. The photographer is responsible for all damages incurred during their session at the Reserve.
- All vehicles must park in the main parking lot – they are never authorized to access the property by the service road. The area near the main walkway entrance is for drop-off and pick-up only. Park in designated parking areas.

Prohibited Items

- Alcoholic beverages are prohibited in all areas of the Reserve. HWR reserves the right to ask anyone who is inebriated or behaving in an objectionable or destructive manner to leave the premises. Law enforcement may be notified if HWR staff deems it appropriate.
- Weapons should not be used as props for photography at any time.
- Smoking is prohibited in all areas of the Reserve, including the parking lot. This includes tobacco and e-cigs.
- Fires of any kind are prohibited on the Reserve.
- Pets are not permitted inside the main gate of the Reserve parking lot. Only uniformed assistance animals are allowed on the site. If you have a pet that is a beloved member of your family, find another location to take photographs with it. On the day of your photography session, take your pet home before coming to the Reserve – your pet is not permitted to wait in your car.

Operating Hours

- The Reserve grounds and trails are open from 6 AM—9 PM daily. Anyone on the property outside of these hours is trespassing.
- The Nature Center is open Tuesday—Friday 8 AM—4:30 PM, and Saturday 11 AM—4 PM. Hours may change without notice. Call in advance.
- HWR staff is frequently on the property without notice outside of regular operating hours. Don't feel you can violate the rules outside of hours and not be caught. Surveillance equipment is also in use.

Note:

HWR reserves the right to limit the number of annual permits issued and the number of photography sessions occurring on the site at any given time. Photographers holding permits will be notified if limitations are initiated for photography sessions.

HWR reserves the right to change its professional photography policy at any time. Photographers with permits will be notified of any changes.

Heckrodt Wetland Reserve Photographer Permit Application

Mail, Email, or Fax completed form to Tracey Koenig, Executive Director

Call (920) 720-9349 x 11 Fax (920) 720-2393 email: traceyk@heckrodtnaturecenter.org

Mail: 1305 Plank Rd., Menasha, WI 54952

Name of Company (if applicable) _____

Authorized Representative: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Note: A current passport sized photo of the photographer must be received by HWR prior to issuing a photography permit. The photo will be a part of the permit.

Annual Permit

_____ I have enclosed the \$100 permit fee and current photograph. I understand that the permit expires annually on January 1 and must be renewed annually.

_____ I have paid the fee online (\$110). I understand that the permit expires annually on January 1 and must be renewed annually. I will mail my application with a current photograph.

Terms and Conditions

1. I understand that Heckrodt Wetland Reserve will issue a permit card as confirmation once the permit fee and photographer ID photo has been received.
2. By signing this agreement, I acknowledge that I have read Heckrodt Wetland Reserve's Photography Policies. I agree to abide by these conditions. I agree to indemnify and hold harmless Heckrodt Wetland Reserve, its officers, agents, employees, and volunteers, against any and all loss damage, claim or liability, whether for personal injury or property damages caused by or arising from the actions of the applicant, its guests and customers.
3. Proper photo credit must be awarded. Location: Heckrodt Wetland Reserve, Menasha

Authorized Representative

Date

Authorized HWR Representative

Date

Payment

Checks should be written to Heckrodt Wetland Reserve. Credit card payments include a \$10 service fee (total \$110) and must be made online at <https://www.heckrodtnaturecenter.org/photographer-policies>