

Conditions and Compliance Requirements for Photography/Videography and Media Coverage

1. Requirements When Photographing or Filming the Garden

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

- Do not take photos or videos in locations other than those for which you have applied and received permission in advance.
- Do not engage in behavior that interferes with other visitors' use of the garden, such as occupying the same spot for extended periods or blocking pathways. In addition, do not attempt to move visitors for the purpose of taking photos or videos.
- In the greenhouse and the Kyu-Gokyu-Sho (Old Imperial Rest House): Do not use tripods, reflectors, or other photography/videography equipment that could block thoroughfares, as the pathways are narrow. Only handheld and camera-mounted lighting equipment are permitted. In principle, crew members should be limited to a maximum of three individuals. If two or more crew members are present, please assign a lookout to ensure that the photo/video shoot does not interfere with visitors' experience.
- Do not use vehicles, carts, or other transportation equipment in the garden. Please keep photography/videography equipment and tools used to a minimum.
- There are no waiting rooms available for staff or models.
- The garden will not cover any costs associated with the photo/video shoot or publication (including costs for purchasing store merchandise).
- Please respect visitors' portrait rights and privacy. (If any identifiable individuals appear in the photographs or footage, apply a mosaic or other anonymization effects.)
- If any plants or facilities in the garden are damaged as a result of the shoot, the photographer/videographer is responsible for restoring them to their original condition.
- The following activities are strictly prohibited within the garden. Your photo/video shoot will be stopped if you violate any of these prohibitions. In addition, your photo/video shoot may be stopped if you make statements that encourage others to engage in prohibited activities (such as drinking alcohol) or remarks that damage the dignity of Shinjuku Gyoen.

Main Prohibitions Within the Garden

- Bringing in alcoholic beverages
- Bringing in animals (excluding assistance dogs for persons with physical disabilities)
- Bringing in plants (cut flowers, fresh flowers, etc.)
- Bringing in drones
- Playing catch or other ball games; using badminton equipment, roller skates, frisbees, jump ropes, or other play equipment *Certain play equipment may be used only in the Kids Area
- Picking or damaging plants
- Catching or harming animals (including fish and insects)
- Climbing trees in the garden
- Entering restricted areas or protected planting areas
- Bringing in plants and planting them in the garden
- Bringing in animals and releasing them in the garden
- Using instruments, boom boxes, loudspeakers, whistles, or other devices that produce loud noises
- Gathering fallen leaves, branches, flowers, nuts, or fruits and removing them from the garden
- Making campfires; using portable gas stoves or other equipment that utilize open flame
- Smoking in the garden or parking lot (including vaping)
- Indecent exposure (half-nakedness, etc.)

For more details, be sure to check the “Garden Rules” page of the Ministry of the Environment’s Shinjuku Gyoen website: <https://policies.env.go.jp/national-garden/shinjukugyoen/guide/rule/>

- Follow any other instructions given by Shinjuku Gyoen staff as necessary.

2. Requirements When Preparing a Draft, Etc.

Please reference the Shinjuku Gyoen website when preparing the draft, script, narration, subtitles, captions, etc., in order to ensure the accuracy of its content.

(Japanese) <https://policies.env.go.jp/national-garden/shinjukugyoen/>

(English) <https://policies.env.go.jp/national-garden/shinjukugyoen/english>

In addition, please include the following precautionary notes in the draft 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 Kids Area) in the garden is prohibited.

Before publishing the content, submit the completed draft to the Shinjuku Gyoen National Garden Office for review. The office will check that it is consistent with the application and that there are no factual errors. Please note that this process takes about five (5) days (excluding holidays).

3. After the Shoot

Once the draft has been finalized, submit the deliverables, such as the final draft or URL, to Shinjuku Gyoen as soon as possible (within roughly one month from the date of the shoot). Only the sections pertaining to Shinjuku Gyoen need to be included.

Using the captured photos or videos for secondary purposes or purposes other than those approved in the application is prohibited.

Shinjuku Gyoen National Garden Office

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