

## Conditions and Compliance Requirements for use of PR Photos

### 1. Conditions of Use and Compliance Requirements

- The photos must only be used to introduce Shinjuku Gyoen.
- Do not use the photos for any other purpose.
- Do not transfer or lend the photos to a third party.
- Do not create copies of the data.
- Follow all other instructions from the staff.

### 2. Requirements When Preparing a Draft, Etc.

Please reference the Shinjuku Gyoen website when preparing the draft, 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>

Please include in the draft one of the following photo credits: “Photo provided by the Shinjuku Gyoen Management Office” or “©Shinjuku Gyoen National Garden Office.”

However, if you are using a photo whose copyright does not belong to Shinjuku Gyoen, or if the copyright owner is unknown, please use “Photo collection of the Shinjuku Gyoen Management Office” instead.

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 Management 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 Preparing the Draft

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 photo use ). Only the sections pertaining to Shinjuku Gyoen need to be included.

Using the photos for purposes other than those approved in the application is prohibited.

Shinjuku Gyoen National Garden Office

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