

1. Introduction

The Place of Scenic Beauty: Murin-an has a policy for photography and media related activities in the garden. Personnel planning to conduct a photography shoot or other media related shooting sessions, please apply for permission in advance. If this is your first time, please inquire by contacting the Murin-an Administrative Office. Thank you for your cooperation.

2. Photography & Media Situations that Require a "Photography & Media Permission Form"

- (2-1) Photography shoots and sessions with a group of people.
- (2-2) Wedding photography shoots.
- (2-3) Personal photography shoots that uses a model (person who poses for compensation).
- (2-4) Photography or media related activities that lead toward profit or that will be distributed to the general public (this excludes personal distributions).

(Such as commercials for TV, movie filming (for profit), photography shoots for magazine or other publications, photograph or filming shoots for all other distribution purposes, the act of taking a memorial photograph or filming where one or more parties is compensated for his/her work, etc.)

(2-5) Miscellaneous: Any other sessions that the Murin-an Administrative Office feels it is necessary for their staff to accompany the group to protect the property and prevent disruption of other visitors.

** (2-4) (2-5) For these uses please be noted that we may ask you to add the following credit.*

English: " Place of Scenic Beauty: Murin-an"

Japanese: 名勝無鄰菴

3. Regarding Sessions Accompanied by a Murin-an Staff

In some cases, it may be required to conduct the photography and media related shooting sessions with the accompaniment of a Murin-an staff to ensure the protection of the property and comfort of other visitors. In these situations, please follow the instructions and decisions made by the staff.

4. Fees and Additional Charges

Photo or filming Permission	30,000 yen / Wedding photo 100,000yen
Garden Admission	600 yen × number of people in the group *But 900 yen during April 1-14, 27-30, May 1-31, Sept. 28-30, Oct. 14-21, Nov. 1, Nov.4-8, Nov.11-14, Dec. 1-7, March. 29-31 and 1,300 yen during Nov. 2, 3, 9, 10, 15~30.
Facility Rental	Main Building 2F (Omoya) or Tea House in the garden.
Cancellation	Please be informed that there are no refunds (full amount will need to be paid). Refund is possible in the rare situation where the Mayor deems fit.
Payment Method	On the day of the session, please pay the front reception with cash only.

** If the activity is deemed to be positively contributive towards the following, reduction of the fee may apply: "promotion of Murin-an," "promotive towards Kyoto City tourism," or towards the "promotion of public awareness and/or educational appreciation of cultural assets."*

5. Session Time Range

Photography and filming sessions are generally done during Murin-an's operational hours. (Negotiable)

6. Forms to Fill Out & Reference Materials to Send

Please submit the following forms and materials no later than 2 weeks prior to the desired date of use.

(6-1) Photography & Media Permission Form

(6-2) Proposal and planning document that clearly states the following: how the garden (and facility) will be used, special notes, and list of materials that will be brought/used.

(6-3) Reference materials about the photography/media group (such as company pamphlets or webpage print out of the 'about/information' page of the company/organization/group.)

(6-4) Facility Rental Form (necessary if the session uses the Main Building 2F or be in the Tea House)

(6-5) Miscellaneous: any additional materials requested by the Murin-an Administrative Office.

7. Activities That Will Not Be Approved

Please be informed that photography and media related to the following reasons will not be approved.

(7-1) Political or religious activities

(7-2) Content relating to or involving violent or sexual conduct

(7-3) Using drones (or other micro aerial vehicles) for photography, filming, etc.

(7-4) Gang or cult related use

(7-5) Miscellaneous: activities that are considered to be disruptive to other visitors or activities that are decided to be not complimentary to a scenic cultural heritage site.

8. Responsibilities of the Users

(8-1) Regarding video photage and images you captured, please contact the Murin-an Administrative Office to seek our approval and confirmation. Please provide data in a proof stage version while both video and sound can be edited. Before it is shown to the public, we may ask you to amend the video or sound if we consider it inappropriate.

(8-2) Regarding text/script, please contact the Murin-an Administrative Office to seek our approval and confirmation during the proof writing stage. Before it is made open to the public, we may ask you to amend the text/script if we consider it inappropriate.

(8-3) For both (8-1) and (8-2), please provide a deliverable produced or a copy of it.

(8-4) Activities that violate the law are strictly prohibited.

(8-5) Use of fire (such as smoking and lighting candles) is strictly prohibited.

(8-6) Transfer of the rental permission to another person is prohibited.

(8-7) Responsibility for returning things to their original condition: For use of a tripod or other equipment, you must perform checks with our staff before and after shooting for any damage to Japanese sliding screens or other items.

(8-8) Miscellaneous: rental permission can be withdrawn (revoked during the shooting session) by the Administrative Office if the activities of the session do not comply with the preservation of cultural assets or if the activities and/or purpose of the session are not deemed as appropriate.

9. Cancellations by the Murin-an Administrative office

Out of concern for visitor safety, the Murin-an Administrative Office may cancel your reservation under the following circumstances.

We will contact you in the event that your reservation is canceled.

- An irregular closing scheduled due to a directive by Kyoto City
- A heavy rain or windstorm warning is issued the day before your reservation
- A circumstance other than those above prevents us from guaranteeing your safe visit or guided tour at Murin-an

In the event that the Murin-an Administrative Office cancels your reservation, any advance payment received will be returned minus a processing fee.*

*The processing fee for credit card payments is 3.6%, processing fees for bank transfers differ according to the bank.

Murin-an Administrative Office
Management: Ueyakato Landscape Co., Ltd.

Place of Scenic Beauty: Murin-an Photography & Media Permission Form

YYYY/MM/DD
Date: _____ / _____ / _____

Dear Murin-an Administrative Office:

Applicant Information Group Name: _____
 Representative: _____ Signature
 Address: _____ Seal
 TEL: _____
 Person Responsible: _____
 Affiliation: _____
 TEL: _____

The following is a completed request form for permission to conduct a photography shoot or other media related shooting/filming session.

Session Date	20____(year)____(month)____(Day)____(day of week) TIME: ____:____~____:____(military time)	
Number of Participants	_____ Total Number of Accompanying People (<input type="checkbox"/> Shooting Crew _____[# of people] <input type="checkbox"/> Model _____[# of people] <input type="checkbox"/> Other _____[# of people])	
Purpose of the Session	<input type="checkbox"/> Photography <input type="checkbox"/> Filming <input type="checkbox"/> Murin-an media coverage/interview <input type="checkbox"/> Filming (reporting trip), or other	
Areas to Shoot/Film	<input type="checkbox"/> Garden <input type="checkbox"/> Main Building (1F) <input type="checkbox"/> Main Building (2F) <input type="checkbox"/> Western-style Building <input type="checkbox"/> Tea House	
Session Summary		
Please submit forms and other materials no later than 2 weeks prior to the desired date.	1	Photography & Media Permission Form
	2	Proposal and planning document (that clearly states the following): how the garden (and facility) will be used, special notes, and a list of materials and equipment that will be brought/used in Murin-an.
	3	Reference materials about the photography/media group. (Such as company pamphlets or webpage print out of the 'about/information' page of the company/organization/group.)
	4	Facility Rental Form (necessary if the session will shoot in/from the Main Building 2F and/or shoot inside the Tea House)
	5	Miscellaneous: additional materials requested by the Murin-an Administrative Office. (_____)
Session Day Contact	Name: _____	Contact: _____
Notes		

I hereby agree to the terms and conditions of the "Photography & Media Policy" and "Rental Space Rules & Conditions."

* Below is for Murin-an Administrative Office use only.

Session Permission Fee	yen	Murin-an Admission	yen	Rental Space	yen	Total:	yen
Notes							
Reception Staff		Accompany Staff					

Murin-an Administrative Office
Management: Ueyakato Landscape Co., Ltd.

Dear Murin-an Administrative Office:

Consent Form

I agree to comply to the **Photography & Media Policy** upon using the facilities of Murin-an, a Place of Scenic Beauty. In addition, I agree to use the facilities with extreme caution to avoid accidents and/or troubles.

For use of a tripod or other equipment, we will perform checks with your staff before and after shooting for any damage to Japanese sliding screens or other items.

With respect to any damage to the building, fixtures, furnishings, or accessories not confirmed before shooting, you shall be responsible for the cost of immediately restoring things to their original condition or for paying compensation.

Date: _____

Name _____

Address: _____

Emergency Contact: _____

Signature: _____