



MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION Montgomery

Parks, M-NCPPC, Park Permit Office, 2425 Reddie Drive, Wheaton, MD 20902

P: (301) 495-2525 | E: ParkPermits@MontgomeryParks.org | W: ParkPermits.org

PHOTOGRAPHY PERMIT REQUEST FORM

Applications must be submitted two (2) weeks in advance of permit date

CONTACT INFORMATION:

Date of Application: _____

MM/DD/YYYY

Event Organizer Name: _____	FIRST	LAST
Full Name of Organization: _____		
Address: _____	City _____	Email Address: _____
State _____	Zip _____	Phone Number: (_____) _____
On Site Production Contact: _____	On Site Contact Information: (_____) _____	

Event Date Requested: _____ Event Start Time: ____ : ____ AM/PM Event End Time: ____ : ____ AM/PM
MM/DD/YYYY

Name of Park Location(s) Requested: _____ Type of Photography: Still ____ Motion ____

Number in Attendance: Adults _____ Teens _____ Children _____

Requested Park Facilities for Event:

Park Activity Building	No	Yes	Requested Time: _____
Athletic Fields	No	Yes (which fields?): _____	Requested Time: _____
Picnic Shelter	No	Yes (which shelters?): _____	Requested Time: _____
Outdoor Courts	No	Yes (which courts?): _____	Requested Time: _____
Park Trails	No	Yes (attach map outlining trail/race route)	Requested Time: _____
Park Grounds	No	Yes (attach map indicating area to be used)	Requested Time: _____
Other: _____			Requested Time: _____

Will the park be used before sunrise or after sunset? No Yes

Park Police may be onsite after regular Park hours; you will be contacted directly by Park Police to coordinate appropriate security arrangement

Will Firearms, Special Effects and/or Animals be used: No Yes*

*Description of firearms, special effect and animals being used: _____

Please describe in detail the type(s) of scene(s) being photographed/filmed (attach a creative brief if necessary.): _____

Equipment and temporary structures

The Department of Parks does not provide equipment. All equipment below must be in compliance with state and county codes. NOTE: A detailed site plan or drawing indicating the location of the items listed above is required. Additional fees may be charged.

Generator	No	Yes	# _____	Reason _____
Port-a-johns	No	Yes	# _____	Reason _____
Stage/ Podium	No	Yes	# _____	Reason _____
Tables/ chairs	No	Yes	# _____	Reason _____
Tent	No	Yes	# _____	Reason _____
Trash Cans/ Recycling	No	Yes	# _____	Reason _____
Other: _____	No	Yes	# _____	Reason _____

PLEASE NOTE: A valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing M-NCPPC as an "additional insured" with limits of \$500,000 per person and \$1,000,000 per accident or injury incurred must be provided for all special events held on park property

Payment must be made at time of reservation, we accept MasterCard, Visa, American Express, Discover, Cash, Checks and Money Orders

I will comply with the following:

- Filming Permit Fee = \$350 / day
- Additional fees to include a refundable security deposit may be assessed as mandated by park facilities
- All rules and regulations stated on the permit and any other requirements deemed necessary by the M-NCPPC.
- NO BEER OR ALCOHOL ALLOWED.
- No fees or other monies may be collected on Park property.
- **CANCELLATION POLICY:** Fee is eligible for a partial refund only if the reservation is canceled at least 30 days prior to the reservation date. A \$50.00 FEE WILL BE ASSESSED FOR ANY CANCELLATIONS.
- A \$50.00 FEE WILL BE ASSESSED FOR RESERVATION CHANGES made at least one week prior to activity date.

I have reviewed and agree to the posted guidelines for special events as listed on www.ParkPermits.org and above. I understand I must comply with all M-NCPPC rules and regulations and am responsible for the compliance of all participants and spectators. I understand if any users are found to be in violation of the guidelines or regulations for special events I will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges

Signature

For Office Use Only:

Permit Number: _____

APPROVE SPECIAL USE? **Y** **N** (If event is rejected or alternate location is recommended return to Permit Office with explanation)

COMMENTS, SPECIAL USE INSTRUCTIONS OR CONDITIONS OF USE:

ESTIMATED EVENT COSTS:

		Approved Time	Rental Fee	Security Deposit
1. Other:	=	to	\$	\$
2. Required park staff support	____@ \$ ____ /hr x ____ hrs=	to	\$	\$
3. Trash/recycling can(s)	____@ \$ ____ /hr x ____ hrs= to \$ (No charge if Permit holder provides)	to	\$	\$
4. Port-a-john(s) required #	____@ \$ ____ ea. = to \$ (To be provided by Permit holder)	to	\$	\$
5. Required Park Police Support	#____Officer(s) @ \$ ____ /hr x ____ hours = \$ ____			

Park Police will contact Event Organizer directly to coordinate security arrangements and payment.

TOTAL COST: \$

____ / ____ / ____ _____ / ____ / ____

SIGNATURE OF PARK MANAGER

MM/DD/YYYY

SIGNATURE OF DIVISION CHIEF

MM/DD/YYYY

SIGNATURE OF PARK POLICE

____ / ____ / ____

MM/DD/YYYY

SIGNATURE OF DIRECTOR OF PARKS (IF REQUIRED)

____ / ____ / ____

MM/DD/YYYY