



# MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION Montgomery

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

P: (301) 495-2525 | E: [ParkPermits@MontgomeryParks.org](mailto:ParkPermits@MontgomeryParks.org) | W: [ParkPermits.org](http://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
Athletic Fields	No	Yes (which fields?): _____
Picnic Shelter	No	Yes (which shelters?): _____
Outdoor Courts	No	Yes (which courts?): _____
Park Trails	No	Yes (attach map outlining trail/race route)
Park Grounds	No	Yes (attach map indicating area to be used)
Other: _____		

**Requested Time:** \_\_\_\_\_

**Requested Time:** \_\_\_\_\_

**Requested Time:** \_\_\_\_\_

**Requested Time:** \_\_\_\_\_

**Requested Time:** \_\_\_\_\_

**Requested Time:** \_\_\_\_\_

**Requested Time:** \_\_\_\_\_

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

**Requested Time:** \_\_\_\_\_

*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](http://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