

COMMERCIAL FILMING REQUEST FORM

COMMERCIAL FILMING / PHOTOGRAPHY REGULATIONS

1. No person or company may use the parks for commercial photography purposes, without the specific written permit of the Centerville-Washington Park District (CWPD). Once granted, the permit is nontransferable and must be in the representative's possession while on park property.
2. It should be clearly understood that the CWPD and its Board of Park Commissioners in no way endorses any product or service connected with the filming/photography.
3. The holder of the permit is liable for any and all damage to parkland or park property.
4. No vehicles are permitted on grass, sidewalks, or other park areas not designated as vehicle parking areas unless noted on the permit, prior to the shoot.
5. Films or photos must not include any park visitors without their prior permission, nor depict any recognizable CWPD park names, logos, structures, or landscapes.
6. If filming or photography is part of a film story or script, the CWPD Director or designee must be presented with details as to the nature of the film. If filming/photography is for advertising, the CWPD Director or designee must be presented with details as to how the advertisement will be used.
7. The permit does not give exclusive use of the park, therefore, the park must remain open to the public, and the film/photography crew will need to adjust accordingly.
8. ANY MISUSE OF PARK PROPERTY OR FAILURE TO COMPLY WITH PARK DISTRICT RULES AND REGULATIONS WILL RESULT IN REVOCATION OF THIS PERMIT AND NO REFUND OF THE FEE.
9. If any emergency should arise during the filming/photographing, call 911.

COST

The permit fee is \$50 and is valid from date of issue through the end of the calendar year.

Payment must accompany the required application forms and certificates at least 10 business days prior to the intended filming/photography session. Please remit payment to the Centerville-Washington Park District, 221 North Main Street, Centerville, OH 45459-4617.

We do not issue refunds. However, if cancellation is necessary due to inclement weather, a new date will be scheduled within one year of the scheduled date, provided CWPD is notified one week of the scheduled date.

COMMERCIAL FILMING / PHOTOGRAPHY PERMIT APPLICATION

NAME OF ORGANIZATION: _____

CONTACT PERSON (MUST BE ONSITE DURING SHOOT): _____

ADDRESS: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

CELL PHONE: _____ FAX: _____

E-MAIL: _____

FACILITIES REQUESTED *check all that apply*

PARK(S) REQUESTED: _____

AREA INSIDE PARK:

- SHELTER BASEBALL DIAMOND SOCCER FIELD FOOTBALL FIELD TENNIS COURT
 TRAILS VOLLEYBALL COURT BASKETBALL COURT FIRE CIRCLE / CHIMNEYS OPEN AREAS

OTHER (specify): _____

LOGISTICS

DATE(S) OF USE: _____ START TIME: _____ END TIME: _____

SET-UP TIME: _____ TEAR DOWN TIME: _____ TYPE OF EQUIPMENT: _____

NUMBER CREW ON SITE: _____ NUMBER VEHICLES ON SITE: _____

DESCRIPTION OF SHOOT: _____

PROVIDE A DETAILED DESCRIPTION OF THE PRODUCT AND/OR STORY LINE (ATTACH ADDITIONAL SHEETS IF NECESSARY): _____

RELEASE OF LIABILITY

The Centerville-Washington Park District reserves the right to require a surety bond and deposit for any event.

LIABILITY INSURANCE

The organization agrees to forward a Certificate of Insurance with the Centerville-Washington Park District named as an additional insured to: Centerville-Washington Park District, 221 North Main Street, Centerville, OH 45459. Or Fax to 937-433-6564. Commercial Filming/Photography permits will only be considered when all completed application forms, fees and certificates are received at least 10 business days prior to the scheduled date.

Name of Liability Insurance Carrier Agency: _____

Phone: _____ Agent's Name: _____ Limits of Liability: _____

LEGAL COMPLIANCE

I agree to follow and adhere to all local, state, and federal laws applicable to the rental of the CWPDP facilities and the activities emanating there from including but not limited to health, worker's compensation, discrimination, licensing laws, CWPDP Rules and Regulations and CWPDP Commercial Filming/Photography Regulations.

AUTHORITY TO BIND ORGANIZATION

The Representative confirms and warrants that by executing this Agreement and Application, that he/she has full authority to so act on behalf of the named Organization and to bind the Organization to the terms of this agreement.

CENTERVILLE-WASHINGTON PARK DISTRICT RELEASE AGREEMENT

I hereby, for myself and/or my organization understand the risks involved and hereby consent for myself and/or my child to participate in activities and/or use the facilities of the Centerville-Washington Park District. I hereby release, indemnify, and hold harmless the Centerville-Washington Park District, its Commissioners, Agents, Employees and Assignees from any and all liability claims, actions, demands and judgments arising out of injury or loss sustained by me or my child while participating in activities or using facilities of the Centerville-Washington Park District.

My signature below indicates that I am 18 years of age or older, that I have read the above information concerning the usage of the identified park area, that I agree to the conditions stated, and that I attest to the accuracy of the details of my park usage.

Organization Name _____ Date _____

Organization Representative Signature _____ Representative Name – Printed _____

Park District Representative Signature _____ Date _____

Please return completed forms, fees, and certificates to: Centerville-Washington Park District 221 North Main Street, Centerville, OH 45459, Or fax (937) 433-6564, or email mail@cwpd.org

OFFICE USE ONLY

Request Approved Request Denied _____ Date _____ Initials

STAFF NOTES: _____
