



COMMERCIAL PHOTOGRAPHY/FILMING REQUEST FORM

COMMERCIAL PHOTOGRAPHY/FILMING REGULATIONS

1. Any **misuse of park property or failure to comply with Park District rules and regulations will result in revocation of permit without a fee refund.** Park rules may be reviewed at <http://www.cwpd.org/parks/rules/>
2. No person or company may use the parks for commercial photography purposes, without the specific written permit of the Centerville-Washington Park District (CWPD). **Commercial photography/filming is defined as any photography/filming in which the photographer/videographer is receiving a monetary payment for their work or the images are used to sell a product or service.**
3. Once granted, **the multimedia permit is nontransferable and must be in the representative's possession while on park property. The multimedia permit must be displayed where park personnel can easily see it at all times.**
4. 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.
5. The holder of the multimedia permit is liable for any and all damage to parkland or park property.
6. No vehicles are permitted on grass, sidewalks, or other park areas not designated as vehicle parking areas unless express permission is given prior to the shoot. Please contact CWPD to request permission.
7. Films or photos must not include any park visitors without their prior permission, nor depict any recognizable CWPD park names, logos, structures or landscapes.
8. 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.
9. The multimedia permit does not give exclusive use of the park. The park will remain open to the public and the film/photography crew must adjust accordingly. Please check the park program schedule prior to scheduling sessions. Do not schedule sessions during park events. The calendar may be viewed at <https://www.cwpd.org/calendar>

COST

The multimedia permit fee is \$50 and is valid from date of issue. There is no expiration date. Lost permits will not be replaced. If a permit is lost, it is necessary to reapply and pay a new permit fee.

Payment must accompany the required application forms and certificates at least 10 business days prior to the intended filming/photography session. Once approved, multimedia permit and lanyard may be picked up during business hours at Park District headquarters. Please remit payment to:

Centerville-Washington Park District, 221 North Main Street, Centerville, OH 45459-4617

Form updated: 5.4.2020



COMMERCIAL PHOTOGRAPHY/FILMING APPLICATION

Name of Organization: _____
Contact Person (must be on-site during shoot): _____
Address: _____
Daytime Phone: _____ Evening Phone: _____
Cell Phone: _____ Fax: _____
Email: _____

FACILITIES REQUESTED *(Check all that apply. Skip this section if you are applying for small appointment-based photography sessions.)*

Parks Requested: _____
Area of Park: _____

- | | | | | | | |
|--|--|-----------------------------------|------------------------------------|--|---|-------------------------------------|
| <input type="checkbox"/> Baseball
Diamond | <input type="checkbox"/> Basketball
Court | <input type="checkbox"/> Chimneys | <input type="checkbox"/> Dog Park | <input type="checkbox"/> Fire Circle | <input type="checkbox"/> Football
Field | <input type="checkbox"/> Open Areas |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Sand
Volleyball
Court | <input type="checkbox"/> Shelter | <input type="checkbox"/> Skatepark | <input type="checkbox"/> Soccer
Field | <input type="checkbox"/> Tennis or
Pickleball
Court | <input type="checkbox"/> Trails |

Other (specify): _____

LOGISTICS *(Skip this section if you are applying for small appointment-based photography sessions.)*

Date(s) of Use: _____
Set-up Time: _____ Start Time: _____ End Time: _____ Tear Down Time: _____
Type of Equipment: _____
Number of Crew on Site: _____ Number of 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. **Multimedia 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 CWPD facilities and the activities emanating there from including but not limited to health, worker's compensation, discrimination, licensing laws, CWPD Rules and Regulations and CWPD 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.**

OFFICE USE ONLY

Request Approved Request Denied Date _____ Initials _____

STAFF NOTES: _____