



# Photography Permit Application

Office Use Only

Date Received:  
\_\_\_\_\_

Initials:  
\_\_\_\_\_

*Photography by commercial photographers is allowed on District Property without a permit under the following conditions: 1) that the photography and associated activity do not, regardless of duration, unreasonably interfere with usage by other persons; 2) in addition, no one location within a park may be used by the photographer for more than 15 minutes for any of the photographic activities; and 3) in addition, no one park may be used by the photographer for more than an aggregate total of 60 minutes on any single calendar day for any of the photographic activities. Photographers unable to meet these conditions must apply for and receive a permit from the Park District, and pay associated permit fees, prior to using or advertising the use of District Property. Examples of commercial photography include wedding photography, family portraits, and any photography being done that will be used in the production of any marketing materials, public service announcements, documentaries, training films, television films or series, student films, independent films, feature films or commercial art. All permits are subject to compliance with all applicable Park District ordinances, conditions and requirements (copies available at [www.napervilleparks.org](http://www.napervilleparks.org) or at Naperville Park District registration desks). Photography Permit requests must be made a minimum of 30 days in advance of the first requested park use date. The District shall have at least 10 business day after receiving a permit request to review the application. The District reserves the right to take additional time to review any application. The District also reserves the right to approve or deny applications based on capacity and scheduling priorities, and may not approve applications if the proposed use conflicts with other park events, programs or other park users. Submission of an application does not constitute permit approval.*

Name of Organization/Individual ("Applicant" or "Photographer"): \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

Park(s) Requested: \_\_\_\_\_ Location(s) within Park Requested: \_\_\_\_\_

Photography Date(s) : \_\_\_\_\_

Photography Start Time (includes set up): \_\_\_\_\_ a.m./p.m.

End Time (includes take down): \_\_\_\_\_ a.m./p.m.

Photography Description (Provide a detailed description of your photography use, including any items that will be brought into the park, areas that will be used, as well as names and contact information for any photographers or photography studios.)

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**The following attachments must be submitted to the Naperville Park District at the time of application.**

- Certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Naperville Park District as an additional insured by endorsement and specifying the date(s) of the coverage.

## Photography Rules & Regulations

1. Photography by commercial photographers is allowed on District Property without a permit under the following conditions: 1) that the photography and associated activity do not, regardless of duration, unreasonably interfere with usage by other persons; 2) in addition, no one location within a park may be used by the photographer for more than 15 minutes for any of the photographic activities; and 3) in addition, no one park may be used by the photographer for more than an aggregate total of 60 minutes on any single calendar day for any of the photographic activities. Photographers unable to meet these conditions must apply for and receive a permit from the Park District, and pay associated permit fees, prior to using or advertising the use of District Property.
2. The Naperville Park District reserves the right to approve or deny applications based on capacity and scheduling priorities, and may not approve applications if the proposed use conflicts with other park events, programs or other park users.
3. Photography Permits are limited to a maximum of 3 days per week, for up to 2 hours each day.
4. Permits allow use of a designated area of a specified park to conduct photography. Use of areas not specified in the permit is prohibited. The location of the photography or placement of photography equipment cannot disrupt use of the park by the general public.
5. Photography may only occur during the dates and times specified in the permit. Applicant may not use parks that have been closed by the District.
6. Park equipment shall be used in accordance with its intended purpose. Any damage caused as a result of misuse will be charged to the Photographer.
7. The Photographer may not bring equipment to park(s) that could damage the park, trail, or pose a hazard to the general public. Where the Photographer is permitted to use amplification equipment, the Photographer shall nevertheless not use amplification so as to cause a nuisance. Photographer shall also leave the permitted area in as good a condition as existed prior to commencement of the use.
8. Photographer may not store equipment within any park without prior written approval from the District.
9. Photographer must have an approved Naperville Park District Photography Permit prior to using a park. Photographers with an approved permit are required to have the permit with them at all times when conducting photography on District property. Inability to provide a current and valid permit will result in a fine and loss of photography privileges.
10. Motor vehicles may only be operated on roadways and in parking areas. Vehicles are not allowed on lawns or park interiors. An approved permit does not exempt Photographer from this policy.
11. Photographer is responsible for cleanup of any trash or debris generated by the operation.
12. Photographer must obtain insurance for the limits outlined below. A certificate of insurance verifying coverage and naming the Naperville Park District as additional insured must be submitted to the District at the time of application.
13. Photographer will adhere to all Federal, State, County, City and Park District rules, regulations, and ordinances. Photographer shall be responsible for the Photographer's employees, agents, customers, and/or clients use of the park pursuant to the permit issued and shall advise same of the applicable rules, regulations, and ordinances.
14. If the Photographer requires reserved use of a District facility or park amenity, all applicable rental fees apply in addition to the Photography Permit fee.
15. Approved Photographers will be required to pay a monthly or annual permit fee.
16. Permit fees are non-refundable.

**Indemnification and Hold Harmless:** Photographer agrees to protect, indemnify, save, defend and hold harmless the Park District, its officers, officials, volunteers, employees, and agents (hereafter collectively referred to as "District") from and against any and all liabilities, claims for compensation, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney's fees for which the District may become obligated by reason of any accident, injury or death of persons or loss of or damage to property arising indirectly or directly in connection with or under or as a result of this agreement, whether such loss damage injury or liability is contributed to by the negligence of the Park District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except for claims, damages, penalties, caused of action, costs and expenses arising solely by virtue of any negligent act or omission of the District.

**Insurance Requirements:** Photographer shall secure and maintain throughout the period of use general liability and property damage, to include Products/Completed Operations insurance, with policy limits of not less than \$1,000,000 per occurrence. The Naperville Park District shall be named as additional insured by endorsement. The types and limits of insurance may be changed from time to time as determined by the Naperville Park District. If applicable, business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. If applicable, Photographer shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

**Approval Process:** The District shall have at least 10 business days after receiving a permit request to review the application to approve or deny. The District reserves the right to take additional time to review any application. The District reserves the right to terminate the permit at anytime based on the interest of public safety without refund of any fees. The District reserves the right to amend the

rules and regulations as needed to serve the best interests of the District. The District reserves the right to relocate any photography location/event based on unforeseen circumstances. The District does not assume any liability for lost or stolen property on the park district premises, or for personal injuries sustained on the premises during Photographer's use. Photographer may not enter the park prior to the agreed upon photography period. Photographer must leave park in the same condition in which it was found. The cost associated with damage or cleanup caused by the Photographer's use of a park is the responsibility of the Photographer. The District reserves the right to pursue any and all legal options against the Photographer for expenses incurred by the District as a result of the Photographer's use of a park.

**Equipment, Tents and Amplification:** Photographer may not bring to a District Park any equipment (other than equipment needed to conduct photos), such as personal pop-up tents, free standing banners, and personal audio or amplification equipment, without the written permission of the District and then only upon such conditions as the District may impose. This prohibition includes, but is not limited to, constructing, building, erecting, or otherwise placing any building, tent, stand, scaffold, platform or other structure of whatever kind, and constructing, running, stringing, or otherwise placing any electrical wire, conduit or pipe, or any public service or private utility, into, upon, above, or across or beneath District Property.

I have read and fully understand the above requirements.

**Signature of Applicant/Photographer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only	
Permit Approved on: _____	By: _____
Photography Location: _____	Dates: _____