

PHOTOGRAPHY PERMIT APPLICATION

INSTRUCTIONS

- This application is for general portrait photography (weddings, engagement, family portraits, holiday photos, still photography, etc.).
- Allow five (5) business days for processing from date of application submittal.
- All Applicant requirements are due at time of submittal and/or renewal.
- Fees charged are subject to change or adjustment. At the time the Application is submitted, the Applicant shall submit the entire fee, plus applicable sales tax. Fees are non-refundable. Fees plus sales tax shall be made by credit card, cash, money order or check, payable to Palm Beach County Board of County Commissioners.

Submit completed application to:

Palm Beach County Parks and Recreation Department

OR email: ParksPhoto@pbcgov.org
C/O Photography Permit Application

2700 6th Avenue South, Lake Worth, FL 33461

FEES

Daily Permit: \$50 plus tax.

A one-time photography session for up to three (3) hours per day at one park location.

Annual Permit: \$150 plus tax.

The annual permit allows for multiple day sessions at multiple parks with multiple clients for one calendar year starting from January 1st. Annual Permit fees will not be prorated. The annual permit covers only one photographer. A business with multiple photographers shooting different clients concurrently requires a permit for each photographer. Sessions for annual permits cannot exceed three (3) hours per day per park.

<u>Please Note</u>: Additional fees may be required for special requests including but not limited to, extended use of park(s) or requests involving the use of large props or live animals. Please contact the <u>Department at ParksPhoto@pbcgov.org</u> for more information.

SCHEDULING YOUR VISIT

Daily Permit: All photography sessions must be reserved at least five (5) business days in advance of the scheduled photography session in order to confirm availability of the location being requested. To schedule a session, please e-mail the Department at ParksPhoto@pbcgov.org and include a copy of your approved permit, date, time, and requested location. You must have your permit with you at all times while on park property.

Annual Permit: While Annual Permit holders will pay <u>once per calendar year</u> for unlimited visits to the parks during that year, there is still a requirement to contact the Park Coordinator at Riverbend Park each time for scheduling permission. You must have your permit with you at all times while on park property.

Riverbend Park Requests:

Regardless of the permit type, <u>ALL</u> photography sessions at Riverbend Park must be scheduled in advance with the Park Coordinator. Please include a copy of your approved permit along with the date/time and requested location at Riverbend Park.

Riverbend Park 9060 Indiantown Road Jupiter, FL 33478

Phone: (561) 746-6489 Fax: (561) 575-0451

riverbendpark@pbcgov.org

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^{**}Commercial Photography Permits (Projects involving commercial or stock photography (such as photos taken for advertising, publications, catalog shoots, commercials, professional videos, etc.) are not covered under this permit and must be requested through the <u>Palm Beach County Film Commission</u> at (561) 233-1000.



Palm Beach County Parks and Recreation Department 2700 6th Avenue South, Lake Worth, FL 33461 ParksPhoto@pbcgov.org

APPLICANT INFORMATION							
Photography Permit Type:	☐ Annual	Daily (Comp	lete Daily Permi	: Section Below)			
Legal Business Name:							
Doing Business as (DBA):							
Business Address:							
Business City, State, Zip:							
Contact Name:							
Business Phone:			Cell Phone:				
Email:							
Business Website:							
Purpose:							
DAILY PERMIT: AD	DITIONAL INFO	RMATION					
Date Requested:		Time Reque					
Park Requested:			,				
Area Requested:							
Estimated Attendance:							

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Palm Beach County Parks and Recreation Department 2700 6th Avenue South, Lake Worth, FL 33461

ParksPhoto@pbcgov.org

SECTION 1: APPLICANT REQUIREMENTS (Insurance, Licensing and Local Business Tax Receipt)

Requirement(s)

1.A.

1.B.

Applicant is responsible for ensuring they have met all federal, state and local requirements for operation of their business in the state of Florida and Palm Beach County. Applicants operating on County property are subject to review of pertinent licensing, certifications and inspection reports. Applicants found not to be meeting federal, state and local business requirements will have their permit status suspended until such time they can show to be in compliance.

INSURANCE: Applicants must supply and maintain with the Department a copy of their current Certificate of Insurance. Applicants will not be permitted to operate on county property with expired, suspended or cancelled certificates of insurance.

The certificate of insurance must show the following minimum requirements:

- \$1,000,000 Commercial General Liability, each occurrence
 - \$50,000 Damage to Rented Premises, each occurrence
 - \$1,000,000 Personal & ADV Injury
 - \$1,000,000 General Aggregate
 - \$1,000,000 Product Liability (if applicable)
- \$500,000 automobile liability coverage (if applicable)
 - Where the vehicle and/or trailer are used as a photography prop

Certificate signed by an authorized agent of the insurance company.

- When applicable, endorsements from the insurance company's authorized representative identifying the types of insured under the policy.
- *Certificate Holder* shall read:

Palm Beach County Board of County Commissioners C/O Palm **Beach County Parks & Recreation** 2700 6th Avenue South, Lake Worth, FL 33461

- The certificate holder must be listed as **Additionally Insured**
- Additional coverages may be required, dependent on the services and products being offered.
- Please provide a copy of your certificate of insurance in the "Acord" format.

Florida Statute 440.055, any employer with four (4) or more employees must have Workers' Compensation insurance.

SECTION 2: PARK RULES

Requirement(s)

2.A.

Photography sessions may not impede or otherwise negatively affect other park patrons access to or use of park amenities. Open greenspace, away from public or paid amenities and other high traffic locations should be utilized for photography sessions. Photography sessions at or in close proximity to park locations and facilities where there are public use or paid amenities are not covered under a photography permit, unless the photography session has been booked in conjunction with a Special Event Permit or Facility Rental Permit. This includes but is not limited to: Morikami Museum, golf courses, pools, waterparks/splash pads, heart or bike trails, amphitheaters, group picnic pavilions, Jim Brandon Equestrian Center, recreation centers, nature centers, and leased areas. Please note that requests to use public or paid amenities as part of a photography sessions will require additional permitting, which may include additional rental fees.

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Palm Beach County Parks and Recreation Department 2700 6th Avenue South, Lake Worth, FL 33461

ParksPhoto@pbcgov.org

Applicant agrees to return the site space utilized, including areas of ingress and egrees, to Palm Beach County Parks and Recreation Department in an "As Was" condition. Applicant shall be responsible for cost of repairs for damage to the site space caused by the Applicant, its sub-contractors, or participants before and during the permitted hours, and until fully vacated (including, but not limited to turf and vegetation, facilities, irrigation, electrical, water, etc.) 2.C. Applicant is responsible for cleanup of all trash, garbage, and waste materials associated with its activity and shall reimburse the County for services required, including removal of trash, park repairs and/or any necessary staff time. 2.D. All vehicles must be parked in designated parking spaces. Vehicles are not permitted beyond the parking lot and equipment must be loaded and unloaded from a parking lot. Vehicles are not permitted on service roads. 2.E. Applicant shall not interrupt or interfere with other park activities, programs or Palm Beach County operations, or obstruct pedestrian or vehicular traffic. 2.F. The use of photographic images is limited to contracted participants only. The recording of images of employees, vehicles, or the general park population is prohibited. 2.G. The image, logo, and mane of Palm Beach County and Palm Beach County Parks & Recreation Department are registered trademarks and may not be used without permission. 2.H. Applicant shall comply with all park rules, policies and all applicable Palm Beach County, State and federal rules and regulations related to the permitted use of the Park(s). 2.I. Applicant shall not impede the rights of the public and/or County Contracted Concessionaire(s) to use the Park(s). 2.I. Applicant shall not disturb sea turtles, sea turtle nests, sea turtle eggs, or hatchlings. Applicant shall not encroach upon any sea turtle nests, or insert any post, stay, spike, anchor, or any other item that could potentially harm sea turtle nests, into the sand during turtle season,		
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	2.5	

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Palm Beach County Parks and Recreation Department 2700 6th Avenue South, Lake Worth, FL 33461

ParksPhoto@pbcgov.org

2.T	Moving or removing plants (indoor or outdoor), park furnishings (benches, containers, displays, etc.), or structures (fences, signage, etc.) is prohibited.								
SECT	ON 3: EQUIPMENT								
3.A	Live animals may be permitted on a case by case basis. Applicant shall contact the Department regarding the use of live animals prior to booking a photography session.								
3. B	The Department reserves the right to prohibit apparatuses, items, equipment, props, (i.e. furniture, live animals, antique vehicles, costumed individuals, etc.) at the site space. If allowed, chairs, props, equipment, and decorations used in conjunction with a permit must be removed and the area cleaned and restored to its original condition, prior to the conclusion of the permit period. Applicant shall contact the Department regarding the use of props prior to booking a photography session.								
3.C	Applicant may bring a h boxes to stand on, etc.	and-held camera, tri-pod, or sare permitted.	un shade/reflector.	No other equipment such	as ladders,				
SECT	ON 4: WAIVER AND A	CKNOWLEDGMENT							
	By signing and dating this	Waiver and Acknowledgement:							
	my and/or my representa to protect, defend, reimb officials free and harmles causes of action of every otherwise, arising during, in event(s) to be held at a	eely, and voluntarily assume all tive's participation as a Application as a Applicationse, indemnify and hold Palms at all times from and against kind and character, including a as a result of, or in connection version Beach County park.	nt in event(s) to be he Beach County, its ag all claims, liability, e ttorney's fees and cos with my and/or my rep	ld at a Palm Beach County pagents, designees, employees expenses, losses, costs, fines sts, whether at trial or appeares entative's participation and the state of the state o	ark and agree s, and elected s, damages or llate levels or as a Applicant				
4.	I agree to allow Palm Beach County to take and use photographs of business activities occurring at Palm Beach County Parks for any legitimate purpose whatsoever. In connection therewith, I release and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action for circumstances resulting from use of any photograph.								
	The Applicant shall be obligated to strictly enforce all terms and conditions in this Application, and, in general, good standards and practices for the safe and orderly use of the Park(s). The person signing this Application is responsible for ensuring enforcement of all requirements, and for the safety and conduct of all participants, employees, agents and subcontractors of the Applicant. The Applicant shall be bound by all Ordinances of Palm Beach County, as are now or may hereafter be adopted, as fully as though the same were inserted in this Application, and in particular, Palm Beach County Code, Chapter 21, as may be amended, pertaining to Parks and Recreation. Non-compliance may result in denial of future use of the Park(s), and revocation of Permit. The Applicant understands that the Park(s) is County owned property. The County may revoke authorization for use of the Park(s), with or without cause. The Applicant understands that photography permits are subject to change at the discretion of the Department and may be revoked at any time with or without cause.								
	(DATE)	(DRINT NAME)		(SIGNATURE)					
	(DATE)	(PRINT NAME)		(SIGNATURE)					
	RTMENT USE ONLY								
Receiv	ved on (Date)	Processed on (Date)	Approved (Yes or No	p) Permit ID					
			☐ YES [□ NO					

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