

PHOTOGRAPHY PERMIT APPLICATION

APPLICANT INFORMATION

Name of Event Organizer: _____

Organization / Production Company: _____ Federal Tax ID or 501(c) (3) #: _____
(Attach current verification of 501 (c) (3) status)

Address: _____ Apt/Unit/Suite: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Daytime Phone: _____ Fax: _____ Cell: _____

Event Day On-Site Contact: _____ Phone: _____ Cell: _____
(If different than the organizer)

EVENT INFORMATION

Option 1.

Individual/Group Portrait

\$45 per 1.5 hours / location

_____ Date of Proposed Event

_____ Expected Attendance

_____ Start Time (including set-up)

_____ End Time (including teardown)

_____ Proposed Location (Examples: Minnehaha Park, Loring Park, Harriet Bandshell, Etc)

_____ Type of Portraits (Examples: Senior, Engagement, Wedding, Family Photos, Etc)

Option 2.

Commercial

\$300 per day / location

_____ Date of Proposed Event

_____ Expected Attendance

_____ Start Time (including set-up)

_____ End Time (including teardown)

_____ Proposed Location (Examples: Minnehaha Park, Loring Park, Harriet Bandshell, Etc)

For all commercial photography, please complete the supplemental questions on page 3.

Option 3.

Annual Individual/Group Portrait

\$300 / Annual from date of original purchase

Yes, if applying for Annual Individual/Group Portrait Permit

If Permit is issued, permit holder must keep permit validation available onsite during any photo shoot on the Minneapolis Park system. Customer is advised to contact Customer Service department for location availability/approval prior to intended shoot. This permit does not apply for use of indoor facilities unless facility is reserved for intended shoot.

COMMERCIAL PHOTOGRAPHY SUPPLIMENTAL QUESTIONS

The questions below are required for commerical photography permits only. All individual portrait or annual portrait permit applications may skip to the next page.

1. Provide detailed description of photo shoot: _____

2. What are the pictures being used for? _____

3. What type of equipment, props, and/or installations will be used? _____

4. Will you be requesting permission to close a street or public pathway from the Park Board for your event?

- No Yes If yes, please submit a Use and Event Permit Application.

5. If this is applicable: Attach a Site Map. The map should indicate the location of the following: all sources of amplified sound and direction, tents with sizes, stages, inflatables, portable toilets, dumpsters, fences & barricades, and other structures, proposed driving paths for all equipment vehicles, location of vehicles you wish to retain on MPRB property during the event, locations of beverage, food and merchandise sales, and proposed street closures. Maps are subject to the approval of the MPRB.

- No Yes, attach site map.

6. What types of vehicles will you have onsite? _____

If using a Park Board Parkway, some vehicles/objects may require additional permits from the Minneapolis Park & Recreation Board. Weight of loaded vehicle (pounds per axle) is required if the type of vehicle matches up with the following examples: Dumpsters, Carriages, Limos, Trolleys Trucks and Buses. Parkway Use Permit Application required if matches with examples. If requesting to hood meters for parking or photography use please visit www.minneapolisparcs.org/parking to review the meter hooding permit application.

NOTE: All commercial photography requires certificate of insurance to be provided prior to proposed photo shoot. Applicants must file a certificate of insurance in the amount of \$250,000/\$750,000 for bodily injury - \$300,000 property damage with the Minneapolis Park and Recreation Board as an additional named insured for the time associated with the event

CONDITIONS OF USE

Photography

Facility Rental Fee must be paid in full to be issued a Permit for Photography. Additional fees may be incurred based on amenities brought on Park Board land. All activities (set-up, photos, teardown, etc.) must take place within the time block indicated on the permit. Fires permitted in grills only. No driving or parking on the grass. No staking into the ground. All parking subject to posted restrictions. Applicant agrees: to bear all cost of policing; cleaning and restoring park property used pursuant to the permit, to reimburse the Park Board of all such costs incurred by the Park Board; to indemnify the Park Board and hold the Park Board harmless from any liability to any person resulting from damage or injury in connection with the permitted event proximately caused by the action of the applicant, its officers, employees, or agents of any person under applicant's control; to limit all activities conducted on Park Board property to the terms of the permit; and that failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fees, fines or result.

NOTE: The Minneapolis Park & Recreation Board has a "No Refund Policy." A change fee will be assessed for a change of date. Only one change of date is allowed. Any changes must be done ten (10) business days prior to the original event date. Any questions or changes to your event should be directed to Minneapolis Park & Recreation Board Customer Service Department at 612-230-6400.

PAYMENT

YOU WILL BE CONTACTED AFTER APPLICATION IS REVIEWED FOR FURTHER PROCESSING

(Final fees will be determined after application is reviewed. Please do not write card information or mail payment with this application)

SIGNATURE

I affirm that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and the Minneapolis Park & Recreation Board policies and agree to abide by them.

Name of Applicant

Signature of Applicant

For Office Use Only:

Date Application Received

Permit #

Staff Initials

Receipt #

Date