



MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION Montgomery  
Parks, M-NCPPC, Park Permit Office, 2425 Reddie Drive, Wheaton, MD 20902

P: (301) 495-2525 | E: [ParkPermits@MontgomeryParks.org](mailto:ParkPermits@MontgomeryParks.org) | W: [ParkPermits.org](http://ParkPermits.org)

# PHOTOGRAPHY PERMIT REQUEST FORM

*Applications must be submitted two (2) weeks in advance of permit date*

**CONTACT INFORMATION:**

Date of Application: \_\_\_\_\_

MM/DD/YYYY

Event Organizer Name: \_\_\_\_\_  
FIRST LAST

Full Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Email Address: \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

On Site Production Contact: \_\_\_\_\_ On Site Contact Information: (\_\_\_\_) \_\_\_\_\_

Event Date Requested: \_\_\_\_\_ Event Start Time: \_\_\_\_:\_\_\_\_ AM/PM Event End Time: \_\_\_\_:\_\_\_\_ AM/PM  
MM/DD/YYYY

Name of Park Location(s) Requested: \_\_\_\_\_ Type of Photography: Still \_\_\_\_\_ Motion \_\_\_\_\_

Number in Attendance: Adults \_\_\_\_\_ Teens \_\_\_\_\_ Children \_\_\_\_\_

Requested Park Facilities for Event:

Park Activity Building	No	Yes	Requested Time: _____
Athletic Fields	No	Yes (which fields?): _____	Requested Time: _____
Picnic Shelter	No	Yes (which shelters?): _____	Requested Time: _____
Outdoor Courts	No	Yes (which courts?): _____	Requested Time: _____
Park Trails	No	Yes (attach map outlining trail/race route)	Requested Time: _____
Park Grounds	No	Yes (attach map indicating area to be used)	Requested Time: _____
Other: _____			Requested Time: _____

Will the park be used before sunrise or after sunset? No Yes Requested Time: \_\_\_\_\_

*Park Police may be onsite after regular Park hours; you will be contacted directly by Park Police to coordinate appropriate security arrangement*

Will Firearms, Special Effects and/or Animals be used: No Yes\*  
 \*Description of firearms, special effect and animals being used: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please describe in detail the type(s) of scene(s) being photographed/filmed (attach a creative brief if necessary.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Equipment and temporary structures**  
 The Department of Parks does not provide equipment. All equipment below must be in compliance with state and county codes. NOTE: A detailed site plan or drawing indicating the location of the items listed above is required. Additional fees may be charged.

Generator	No	Yes	# _____	Reason _____
Port-a-johns	No	Yes	# _____	Reason _____
Stage/ Podium	No	Yes	# _____	Reason _____
Tables/ chairs	No	Yes	# _____	Reason _____
Tent	No	Yes	# _____	Reason _____
Trash Cans/ Recycling	No	Yes	# _____	Reason _____
Other: _____	No	Yes	# _____	Reason _____

PLEASE NOTE: A valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing M-NCPPC as an "additional insured" with limits of \$500,000 per person and \$1,000,000 per accident or injury incurred must be provided for all special events held on park property

**Payment must be made at time of reservation, we accept MasterCard, Visa, American Express, Discover, Cash, Checks and Money Orders**

I will comply with the following:

- **Filming Permit Fee = \$350 / day**
- Additional fees to include a refundable security deposit may be assessed as mandated by park facilities
- All rules and regulations stated on the permit and any other requirements deemed necessary by the M-NCPPC.
- **NO BEER OR ALCOHOL ALLOWED.**
- No fees or other monies may be collected on Park property.
- **CANCELLATION POLICY: Fee is eligible for a partial refund only if the reservation is canceled at least 30 days prior to the reservation date. A \$50.00 FEE WILL BE ASSESSED FOR ANY CANCELLATIONS.**
- **A \$50.00 FEE WILL BE ASSESSED FOR RESERVATION CHANGES made at least one week prior to activity date.**

I have reviewed and agree to the posted guidelines for special events as listed on [www.ParkPermits.org](http://www.ParkPermits.org) and above. I understand I must comply with all M-NCPPC rules and regulations and am responsible for the compliance of all participants and spectators. I understand if any users are found to be in violation of the guidelines or regulations for special events I will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges

\_\_\_\_\_  
Signature

**For Office Use Only:**

**Permit Number:** \_\_\_\_\_

**APPROVE SPECIAL USE?**      **Y**      **N**      (If event is rejected or alternate location is recommended return to Permit Office with explanation)

**COMMENTS, SPECIAL USE INSTRUCTIONS OR CONDITIONS OF USE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED EVENT COSTS:	Approved Time	Rental Fee	Security Deposit
1. Other: _____ =	to	\$	\$
2. Required park staff support ___ @ \$ ___ /hr x ___ hrs=	to	\$	\$
3. Trash/recycling can(s) ___ @ \$ ___ /hr x- ___ hrs= to \$ (No charge if Permit holder provides)	to	\$	\$
4. Port-a-john(s) required # ___ @ \$ ___ ea. = to \$ (To be provided by Permit holder)	to	\$	\$
5. Required Park Police Support    # ___ Officer(s) @ \$ ___ /hr x ___ hours = \$ ___			

Park Police will contact Event Organizer directly to coordinate security arrangements and payment.

**TOTAL COST: \$**

\_\_\_\_\_  
SIGNATURE OF PARK MANAGER      MM/DD/YYYY

\_\_\_\_\_  
SIGNATURE OF DIVISION CHIEF      MM/DD/YYYY

\_\_\_\_\_  
SIGNATURE OF PARK POLICE      MM/DD/YYYY

\_\_\_\_\_  
SIGNATURE OF DIRECTOR OF PARKS (IF REQUIRED)      MM/DD/YYYY