

Metro East Park and Recreation District

Malcolm W. Martin Memorial Park

Filming & Photography Permit

A permit is required for certain filming and photography activities at Malcolm W. Martin Memorial Park. This includes, but is not limited to, the use of cameras, video recorders, or audio recording that involves:

- advertisement of a product, service, or place
- creation of a product for sale or public/private commercial distribution
- actors, models, sets, or props
- disruption to normal park visitor use
- security or safety components
- use of a drone (FAA permit is also required)

Recreational filming and photography, such as engagement photos, senior pictures, wedding parties, and family portraits, do not require a permit, unless the activity includes any of the criteria listed above.

The Permitting Process

1. Interested applicants should first call MEPRD at 618-346-4905 to discuss the proposed filming/photography activity.
2. If advised to proceed, complete the Permit Application and submit it along with the \$100 permit fee and Certificate of General Liability Insurance per the instructions below.
3. Upon receiving your application packet, MEPRD will review it to ensure all information has been submitted as discussed. MEPRD reserves the right to require additional information. Failure to submit requested information or documentation in a timely manner may be cause for denial of permit.
4. If approved, MEPRD will return a copy of the signed application to you. This should be kept on-hand during the filming/photography activity to verify approval with park security.

Fees & Requirements

- Completed Application
- \$100 permit fee in the form of a check or cashier's check made out to Metro East Park and Recreation District
- Certificate of General Liability insurance in an amount no less than \$1,000,000 per occurrence naming Metro East Park and Recreation District as additionally insured. The description box should include specific details about the activity being insured and name Malcolm W. Martin Memorial Park as the site location.

MEPRD reserves the right to deny permit applications received less than 30 days or more than 12 months prior to the requested date. Filming/photography will NOT be permitted if resource damage is likely, there would be an unreasonable disruption of the public's use and enjoyment of the park, or the activity poses health/safety risks to the public, park personnel, or agents that cannot be mitigated. MEPRD also reserves the right to deny any application at the sole discretion of the MEPRD Executive Director or his/her designee.

Metro East Park and Recreation District

Filming/Photography Application

For Malcolm W. Martin Memorial Park

Complete the application and submit to MEPRD at least 30 days prior to requested date but no more than 12 months prior. All fields on all pages are required.

Permittee Name and Title: _____

Organization: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____ Cell Number: _____

E-mail Address: _____

Film/Photography Type

- Commercial Corporate Television Movie
 Documentary Still Photography Television Series
 Other: _____

Film/Photograph Title: _____

Project is for the following uses: Local National International

Total number of shoot days, including set up and tear-down: _____

Start Date: _____ End Date: _____

Proposed Schedule

Indicate each day of the week on which filming will occur, the start/stop times, and number of participants (cast/crew).

Filming Day: (mark with X)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time:							
Stop Time:							
# of Participants:							

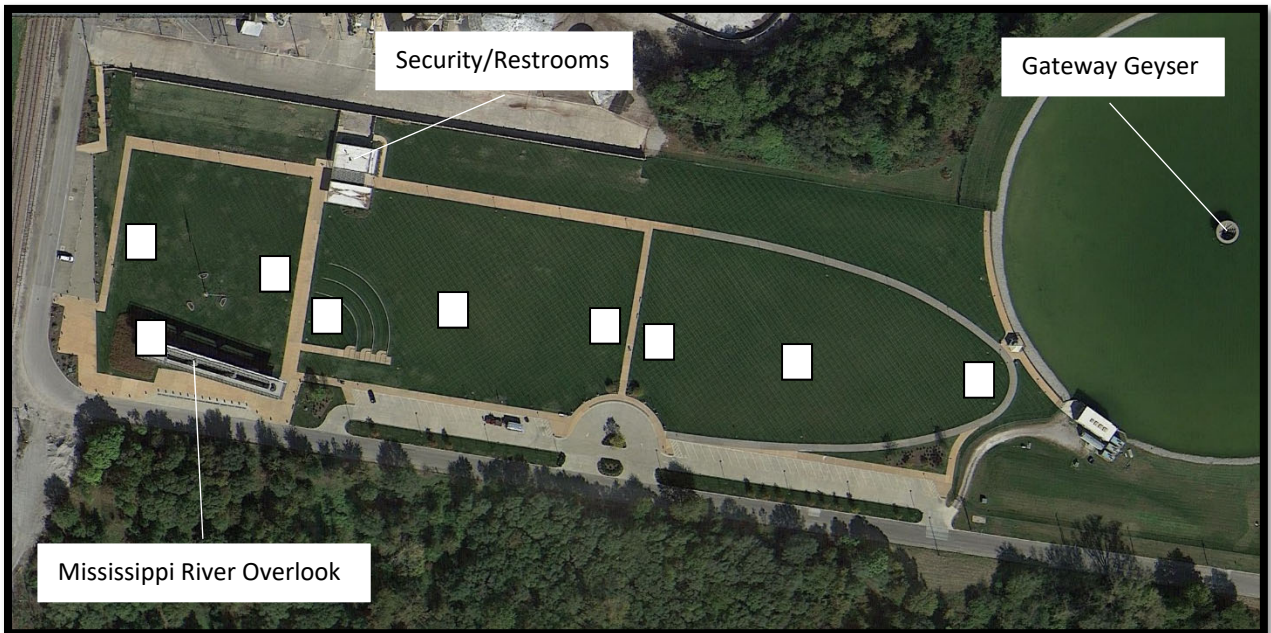
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Activity Description

Provide a detailed description of the filming or photography activity proposed by Permittee within the box below.

Proposed Location

Examine the map below. Place a check or checks indicating desired filming/photography locations within Malcolm W. Martin Memorial Park for the proposed activity.



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Acknowledgements

Initial each of the following items. Failure to initial each item will result in denial of permit.

_____ Permittee assumes all responsibility for and hereby agrees to indemnify and hold harmless the Metro East Park and Recreation District, its Board of Directors, officers, agents, and employees against any losses, damages, liabilities, and actions arising from Permittee's use of the premises.

_____ Permittee is required to inform MEPRD, in writing, of any and all amendments to the original application prior to the event. Any amendment must be approved by MEPRD prior to the event.

_____ A copy of the approved filming permit must remain on-site for review during the event.

_____ Permittee agrees to provide General Liability Insurance for the Filming/Photography Activity for an amount no less than \$1,000,000 per occurrence naming Metro East Park and Recreation District as additional insured. The certificate of insurance should be submitted to MEPRD along with this application, or no less than 10 days prior to the permitted activity date.

_____ Permittee assumes all responsibility, suits, proceedings, costs, or expenses that the Metro East Park and Recreation District may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the filming/photography activity. The obligation to indemnify and hold harmless the Metro East Park and Recreation District will survive the termination or expiration of this permit.

_____ The permit does not include authority to film or photograph individuals not involved in the permitted activity. This includes the general public or employees working in the area. Model releases are the responsibility of the permittee.

_____ Permits are not assignable and are non-transferable.

_____ Permittee understands that the park and the overlook platform will remain open and accessible to the public at all times, according to the posted daily schedule, regardless of issuance of Permit.

_____ No tent or sign posts (or anything else) may penetrate the park's lawn/grass areas at any time due to underground electric, utilities, and irrigation systems on site. All tents, shade structures, and other equipment must be secured/weighted in another manner regardless of expected weather/wind conditions.

_____ Fastening or attaching any rope, sign, banner, flyer, or other object to any park structure or feature is strictly prohibited unless approved in advance by MEPRD.

_____ No rain dates will be issued unless advance arrangements are made with MEPRD. Refunds will not be granted for inclement weather, unless the activity is canceled by MEPRD due to weather conditions, lawn conditions, scheduling conflicts, or any other reason.

_____ MEPRD does not guarantee adequate parking or utilities for the filming/photography activity.

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_____ Permittee acknowledges that they, their agents, servants, employees, contractors, invitees, or guests enter the Park property at their own risk, accept the condition of the Park property “as-is” and release MEPRD, its Board of Directors, officers, agents, and employees from any injuries or claims arising out of their entry upon or use of any Park property.

_____ No photograph, video, film, production, or other visual images shall represent, imply, infer, or in any manner give the impression that Metro East Park and Recreation District subscribes to, supports, endorses, or in any way represents any opinion, message, or communication contained within the broadcast, recording, or photograph produced by virtue of this permit.

_____ If given, credit to the park will be properly identified as Malcolm W. Martin Memorial Park, the Gateway Geyser, the Mississippi River Overlook, and/or the Metro East Park and Recreation District.

_____ Permittee is responsible for caring for and cleaning up the Park during and after the Filming/Photography activity. The Park shall be left in a condition equivalent to or better than the Park’s condition prior to the Filming/Photography activity.

_____ MEPRD reserves the right to refuse any application at the sole discretion of the MEPRD Executive Director or his/her designee.

_____ Permittee is required to adhere to the Malcolm W. Martin Memorial Park rules that can be found at: www.meprd.org/mmmp.html. Permittee acknowledges they have read and understand the Park rules.

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FILMING/PHOTOGRAPHY PERMIT
ACKNOWLEDGEMENT AND INDEMNIFICATION AGREEMENT/RELEASE

For and in consideration of the permission granted from the Metro East Park and Recreation District (MEPRD) for use of the Malcolm W. Martin Memorial Park by the undersigned organization, entity, or person(s) for the proposed Filming/Photography Activity, the undersigned agrees to indemnify and hold MEPRD harmless from any claim, cause of action, suit or complaint for damages or injuries, including death, arising out of the activity and/or the participation therein or use thereof, and the undersigned further releases the District from any claim, cause of action, suit or complaint for damages or injuries, including death, arising out of the activity and/or the participation therein or use thereon.

That the undersigned acknowledges and represents that he/she has the authority and permission to execute this Indemnification Agreement/Release and Permit Application and to bind the undersigned organization, entity, or person(s) thereby.

DATED this _____ day of _____, 20_____

PERMITTEE NAME: _____

PERMITTEE TITLE: _____

PERMITTEE SIGNATURE: _____

Send original completed application, certificate of insurance, and fee payment to the address below. Checks should identify Metro East Park and Recreation District as the payee.

Metro East Park and Recreation District
104 United Drive
Collinsville, IL 62234

Questions? Call us at 618-346-4905.

MEPRD USE ONLY
PERMIT APPROVED / DENIED ON THIS DATE: _____
BY: _____
SPECIAL NOTES: _____
PAYMENT RECEIVED / PROCESSED ON THIS DATE: _____
BY: _____
AMOUNT \$: _____ CHECK #: _____