



## **Photography/Videography Permit Information**

Single Day Permit- \$50

Annual Unlimited Permit- \$150

### **General Information:**

1. Town Ordinances must be adhered to at all times.
2. Any photographer/videographer shall not interfere with regular operations of the park nor prevent the public from accessing any area without an advanced reservation from the Trumbull Parks and Recreation Department.
3. Parks are open from sunrise to sunset. Vehicle access may not be available until 9am. Times are subject to change without notice.
4. All individuals must park in designated parking areas. No parking on grass or along roadways.
5. A valid Parking Permit is required for all vehicles. Each Photography Permit comes with one Parking Permit that may be used only during photography/videography sessions. Additional Single-Day Parking Permits may be purchased by Photography Permit holders needing park access for their clients. Lost/stolen Parking Permits will not be replaced.
6. Photography/Videography Permits are only valid for the person listed on the application and cannot be transferred.
7. Aircraft, including the use of drones, is not authorized without a special permit from the Parks and Recreation Department.
8. A Photography/Videography permit does not give the permit holder permission to conduct classes on park property.
9. Annual Permits are valid for one year from the date of issue.
10. Permits are non-refundable.
11. Permits will be revoked, without refund, for violation of the conditions listed herein.

### **Definitions:**

1. *Commercial or student film production* means the film, electronic, magnetic, digital, or other recording of a moving image by a person, business, or other entity with or without the intent of generating income. Examples include, but are not limited to, feature film, videography, television broadcast, documentary, or other similar projects. Commercial or student filming activities may include the advertisement of a product or service, or the use of actors, models, sets, or props.

2. *Model* means a person or object that serves as the subject for commercial filming or still photography for the purpose of promoting the sale or use of a product or service. Models include, but are not limited to, individuals, animals, or inanimate objects, such as vehicles, boats, articles of clothing, and food and beverage products, placed on park property so that they may be filmed or photographed to promote the sale or use of a product or service. For the purposes of this part, portrait subjects such as wedding parties and high school graduates are not considered models, if the image will not be used to promote or sell a product or service.
3. *Permit* means a written authorization to engage in uses or activities that are otherwise prohibited or restricted.
4. *Sets and props* means items constructed or placed on park property to facilitate commercial filming or still photography including, but not limited to, backdrops, generators, microphones, stages, lighting banks, camera tracks, vehicles specifically designed to accommodate camera or recording equipment, rope and pulley systems. Sets and props also include trained animals and inanimate objects, such as camping equipment, ladders, chairs, wagons, and so forth, when used to stage a specific scene. The use of a camera on a tripod, without the use of any other equipment, is not considered a prop.

**A Photography Permit is NOT required for someone who has a current Parking Permit and is:**

1. An individual who takes photos in a town park for personal use.
2. Only using a handheld camera, tripod, singular sun shade or reflector and no additional props.
3. Members of the media conducting official business.
4. A Photographer who is hired to take photos of:
  - a. A group of 10 or less people, all who have a current Trumbull Parking Permit,
  - b. Will not be using models, sets or props,
  - c. AND whose images/videos are for personal use to preserve memories, to share on social media, or are special occasion photography/videography that will be used only for personal enjoyment (school photos, family portraits, engagement photos, etc.).

**A Photography Permit is REQUIRED for a photographer/videographer who:**

1. Needs a Trumbull Parking Permit.
2. Has clients/subjects who do not have a Trumbull Parking Permit.
  - a. Each single-day Parking Permit is \$20
  - b. May only be used in conjunction with a photography/videography session being held by an individual with a valid Photography Permit.
3. Sets up for sessions longer than 4 hours.
4. Will be conducting a photoshoot with more than 10 people.
5. Will be using models.

6. Intends to use or sell their images/videos commercially. This includes, but is not limited to, advertisements, calendars, catalogs, guidebooks, magazines, or other published print.
7. Intends to use their videos for educational, instructional, or documentary videos, television advertisements and commercials, television programs, infomercials, and movies.
8. Additionally reservations are REQUIRED and additional fees may apply for:
  - a. All commercial and student film productions.
  - b. Any session using sets or props.
  - c. Any session held after sunset and before sunrise.
  - d. Any session that will limit public access to any area in the park.
  - e. Any session with 10 or more people (including staff)
    1. Groups larger than 10 but fewer than 25 people: permit plus additional \$10 per hour and additional Parking Permits.
    2. Groups larger than 25 but fewer than 50 people: permit plus additional \$25 per hour and additional Parking Permits.
    3. Groups larger than 50 but fewer than 75 people: permit plus additional \$50 per hour and additional Parking Permits.
    4. Groups larger than 75 people: call for details.

Reservations requests must be made at least three (3) business days in advance. Additional fees will be discussed at the time of reservation and will vary depending on the request. Proof of insurance may be required depending on the session requirements.

### **Permit Procedure**

Permit requests shall be submitted to the Trumbull Parks and Recreation Department. Permit requests and reservations must be submitted no later than 3 business days prior to the requested date of the shoot. If approved, the applicant will be issued ID badge, parking pass, and additional permit (if required). Upon notification of approval the applicant will pay all permit fees and provide proof of insurance (if required).



## Photography/Videography Single Day/Annual Permit Application

**Submission of this request form does not constitute an approval of the permit**

Single Day: \_\_\_\_\_

Annual Permit: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **Hold Harmless Clause**

The permit holder hereby agrees to indemnify and hold harmless the TOWN OF TRUMBULL, its officers and employees, from and against all claims, suits, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected with, any accident, personal injury or property damage occasioned by the use of Town facilities under this permit. This permit is subject to revocation by the TOWN OF TRUMBULL for any reason and at any time. By signing this document I agree to the Trumbull Parks and Recreation guidelines for a Photography/Videography Permit and the Hold Harmless Clause.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trumbull Parks & Recreation Department Use Only

Permit Valid From \_\_\_\_\_ to \_\_\_\_\_

Fee Due: \_\_\_\_\_ Fee Received: \_\_\_\_\_

Parking Permit Issued:  Yes  No Date Parking Permit Issued: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:



## **Photography/Videography Permit Application for Film**

### **Productions or Photography Sessions Requiring Reservations**

**Submission of this request form does not constitute an approval of the permit**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Individual in Charge On-Site: \_\_\_\_\_

Type of Photo Shoot (still, video, motion picture): \_\_\_\_\_

Type of Equipment Used on Site: \_\_\_\_\_

Number of people, including models & crew: \_\_\_\_\_

Number of vehicles requiring Parking Permit (\$20 per vehicle, per day): \_\_\_\_\_

Location(s) (please be specific): \_\_\_\_\_

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

Start Time: \_\_\_\_\_ Completion Time: \_\_\_\_\_

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By signing this document I agree to the Trumbull Parks and Recreation guidelines for a Photography/Videography Permit and the Hold Harmless Clause.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trumbull Parks & Recreation Department Use Only

Permit Valid From \_\_\_\_\_ to \_\_\_\_\_

Fees Due: \_\_\_\_\_ Fees Received: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:



## **Photography/Videography Session** **Additional Parking Permit Request**

**Submission of this request form does not constitute an approval of the permit**

Parking Permits are required for all vehicles on Trumbull Park Property. Additional Single-Day Parking Permits may only be purchased by a Photography/Videography Permit Holder (applicant). Single Day Parking Permit holders (Client) must be participating in a photography/videography session being held by the applicant and must leave Trumbull Park Property immediately after their session. Clients must remain with the Applicant at all times. Applicants are responsible for their clients at all times. Permits will be revoked, without refund, for violations of the Photography/Videography Policy.

Applicant Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Session Date: \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Location(s): \_\_\_\_\_

Client 1: Name \_\_\_\_\_ License Plate: \_\_\_\_\_

Client 2: Name \_\_\_\_\_ License Plate: \_\_\_\_\_

Client 3: Name \_\_\_\_\_ License Plate: \_\_\_\_\_

Client 4: Name \_\_\_\_\_ License Plate: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Trumbull Parks & Recreation Department Use Only

Number of Permits Issued: \_\_\_\_\_

Permits Valid From \_\_\_\_\_ to \_\_\_\_\_

Fee Due: \_\_\_\_\_ Fee Received: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: