



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 may not interfere with regular operations of the park nor prevent the public from accessing any area.
3. Parks are open from sunrise to sunset. Vehicle access may not be available until 9am.
4. All individuals must park in designated parking spots.
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.
6. 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. Permits are non-refundable.

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. A Photographer who is hired to take photos of a group of 10 or less people, will only be using a hand-held camera, tripod and single sun shade/reflector, AND whose images/videos are: for personal use to preserve memories; to share on social media; are special occasion photography/videography that will be used only for personal enjoyment.
3. Only using a handheld camera, tripod, singular sun shade or reflector and no additional props.
4. Members of the media conducting official business.

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

1. Needs a Trumbull Parking Permit.
2. Sets up for sessions longer than 4 hours.
3. Has more than 10 people.
4. Will be using equipment/props beyond a hand-held camera, tripod and single sun shade/reflector.
5. Intends to sell their images/videos.
6. Intends to use their images for 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.

Additionally, reservations are REQUIRED and additional fees may be required for:

1. All film productions, including student film productions.
2. Any session held after sunset and before sunrise.
3. Any session using large or unusual props.
4. Any session that will limit public access to any area in the park.
5. Any session with 10 or more people (including staff).
 - a. Groups larger than 20 but fewer than 50 people: additional \$25 per hour.
 - b. Groups larger than 50 but fewer than 75 people: additional \$50 per hour.
 - c. 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: _____

<p>Parks & Recreation Department Use Only</p> <p>Permit Valid From _____ to _____</p> <p>Approved By: _____ Date: _____</p> <p>Notes:</p>

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: _____

Location(s) (please be specific): _____

Date(s): _____

Rain Date: _____

Start Time: _____ Completion Time: _____

Hold Harmless Clause

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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: _____

Parks & Recreation Department Use Only

Approval is granted by the Parks and Recreation Department of the TOWN OF TRUMBULL to _____, for the temporary use of facilities owned by the TOWN OF TRUMBULL for the purpose of still, video or motion picture photography only at those Town facilities and only on the date and time listed above.

Approved By: _____ Date: _____

Notes: