

PROFESSIONAL PHOTOGRAPHY / FILMING POLICIES

POLICY STATEMENT:

A paid photo permit is required for posed photography sessions or filming held at any of Queen Anne's County Parks or Public Landings locations. This includes:

- When your primary visit is to capture photos or videos of a family or group.
- When a professional photographer is taking posed or portrait photos.
- When the primary purpose is for financial gain.

It is the intent of the Queen Anne's County Parks and Recreation Department to make park facilities available to groups for public and private affairs. The Department Director reserves the right to refuse any application if it deems the activity will be inappropriate to be held at the facility.

THE USER'S RESPONSIBILITY:

- Proper clean-up of the facility and grounds at the end of event.
- All trash must be placed in trash receptacles.
- No staples, nails etc. are to be used on pavilions, trees or picnic tables. Use tape only.
- No parking or driving on the grass, violators will be ticketed.
- All pets must be on a leash and are the owner's responsibility.
- Any property damages incurred while using this facility, the user will be responsible for. Should damages occur, the Department will determine cost of repairs and user will be assessed accordingly.

PLEASE NOTE:

- The Park is open sunrise to sunset unless special arrangements are approved in advance.
- Consumption and the Sale of alcoholic beverages is strictly prohibited.
- Fireworks, water slides, moon bounces, and pony rides are prohibited.
- If an event requires set-up of tents or other items, the Department must approve the location of set-up prior to rental.
- Reservations will not be accepted more than one (1) year in advance. Facility may be reserved on a first-come, first-serve basis. Though specific areas may be reserved, this shall not restrict general public access.

RENTAL FEES:

- **Rates:** -Hourly: \$50 -Daily: \$200

RESERVATION PROCEDURES:

- Reservations may be made by calling the office at 410-758-0835.
- Application and **full payment** must be received by QAC Parks and Recreation within fourteen (14) calendar days of phone-in reservation. Return signed application to:
 - QAC Parks & Recreation or Email: qacrecreation@qac.org
1945 4-H Park Road
Centreville, MD 21617
 - Payment methods accepted: Cash, Check, Visa, MasterCard, Discover, Amex
 - If payment and signed contract are not received by the fourteenth day, the reservation will be canceled
- A usage permit will be sent upon receipt of full payment and reservation form.
- A permit will be posted on the bulletin board located at the park.

CANCELLATION:

- If the Department cancels an event due to unforeseen circumstances, all monies will be refunded.
- If an event is cancelled by the user, a 15-day cancellation notice is required to receive a full refund.
- If an event is cancelled by the user within 14-days of the event the user will receive all monies paid except the security deposit.

PROFESSIONAL PHOTOGRAPHY / FILMING APPLICATION

APPLICANT/ORGANIZATION: _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **EMAIL:** _____

REQUESTED DATE:	TIME OF USE: <i>Including Set-Up / Clean-Up</i>	NUMBER OF PARTICIPANTS:
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PARK NAME:	LOCATION IN PARK:
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RENTAL FEE

Full payment must accompany this application form and be returned within 14 days of the phone reservation. Please make checks payable to QAC Parks and Recreation. There is a \$25 fee for returned checks. Please check the box for the amount you agree to pay.

<input type="checkbox"/> Hourly Rate \$50	<input type="checkbox"/> Daily Rate \$200
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PLEASE DESCRIBE YOUR EVENT BELOW

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LIABILITY WAIVER

The applicant, for himself, all members and guests, hereby agree to personally hold Queen Anne's County, Maryland harmless from any and all bodily injuries (including death) arising out of or connected with the lawful use of County Park facilities. The applicant further agrees to personally indemnify Queen Anne's County, Maryland for any or all claims or judgments against Queen Anne's County or it's employees as a result of bodily injuries (including death) sustained by any member of this group while using the park. Furthermore, the applicant accepts the responsibility for any damage and cost for repairs of those damages.

Signature: _____ Date: _____
(APPLICATION MUST BE SIGNED IN ORDER TO BE PROCESSED)

METHOD OF PAYMENT FOR TOTAL AMOUNT DUE: \$ _____.

Cash: ____ Check #: ____ Visa / MC / Discover / Amex #: _____ Exp: ____ / ____ Zip Code: _____

Signature Authorizing Credit Card to be Charged the above Amount: _____

**OFFICE
USE
ONLY**

	Contract	Daily Fee	Security Deposit	Scanned In Team Up	SD Spreadsheet	Permit P&R	Permit User	Caterer Permit
Completed by								
Received								