

## 2017 PHOTOGRAPHY/FILMING PERMIT APPLICATION

### WHAT REQUIRES A PERSONAL PHOTOGRAPHY PERMIT?

A Photography/Filming Permit must be submitted, processed, payment received and permit approved by Milwaukee County Parks to reserve time at any location in the park system to take photographs. A Photography Permit applies to each of the following:

- Wedding pictures and engagement pictures
- Family portraits
- Formal school or graduation pictures, homecoming and prom pictures, modeling portfolios
- Any other posed photography session that uses a park location as a backdrop for pictures and/or that require special attire

### WHAT REQUIRES A COMMERCIAL PHOTOGRAPHY PERMIT?

A Commercial Photography/Filming Permit must be submitted, processed, payment received and permit approved by Milwaukee County Parks to reserve time at any location in the park system to take professional photographs related to each of the following:

- Advertising and art
- Fashion and glamour photography
- Editorial photography
- Photojournalism
- Any other photography session in which the final images may be used in the stream of commerce

**CERTIFICATE OF INSURANCE (COI):** All Commercial Photography/Filming Permits are required to submit a "Certificate of Insurance" in the amount of **\$1,000,000** of general liability coverage naming **Milwaukee County Parks** as an **additional insured**. Milwaukee County Parks must be listed as the **Certificate Holder** with the address listed as **9480 Watertown Plank Road, Wauwatosa, WI 53326**. A Commercial Photography permit will not be issued if a COI has not been received and accepted.

### APPLICATION SUBMISSION:

Please submit the completed Photography/Filming Permit Application to the Milwaukee County Parks Special Events Office for review and approval. Application can be submitted by email at [ryan.broderick@milwaukeecountywi.gov](mailto:ryan.broderick@milwaukeecountywi.gov), by fax to (414) 257-8044 or by mail or in-person to the Milwaukee County Parks - Special Events Office at 9480 Watertown Plank Road, Wauwatosa, Wisconsin, 53226. Submittal of a Photography/Filming Permit Application does not automatically grant you a photography permit.

**PERMIT FEES:** *Fees listed below include Wisconsin Sales Tax (5.6%) and are subject to change*

- **Personal Photography Permit:** The minimum 1 hour permit fee is \$61.25 per hour.
- **Commercial Photography Permit:** The minimum 3 hour permit fee is \$205.92 or \$528.00 for 8 hours. Additional hours are \$110.88 per hour.
- **Lakefront Commercial Photography Permit:** The minimum 3 hour permit fee is \$316.80 or \$823.68 for 8 hours. Additional hours are \$132.00 per hour.

**Wisconsin State Sales Tax:** All Photography Permit fees include sales tax (5.6%). If you are a tax-exempt organization, attach a copy of your Certificate of Exempt Status (CES#) issued by the Department of Revenue from the State of Wisconsin.

### PAYMENT OPTIONS:

- **CASH** – Pay in-person at the Special Events Office at 9480 Watertown Plank Road – Wauwatosa, WI 53226.
- **CHECK/MONEY ORDER** – Make check payable to **MILWAUKEE COUNTY TREASURER** and mail to the Special Events Office at 9480 Watertown Plank Road – Wauwatosa, WI 53226.
- **CREDIT CARD** – Call the Special Events Office at 414-257-4503. All major credit cards are accepted.

### CANCELLATION POLICY:

Permits are non-transferable, and no refunds will be made. In case of inclement weather, a credit may be issued and a new date will be honored based on availability of the park.

## **PHOTOGRAPHY/FILMING RULES AND REGULATIONS:**

All participants and guests shall abide by all municipal codes, Milwaukee County Ordinances and rules governing the parks and parkways.

**Additional Information:** Milwaukee County Parks reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities or the event itself. Milwaukee County Parks may postpone approval of photography/filming permit(s) until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of a photography/filming permit.

**Alcoholic Beverages:** are not permitted per chapter 47.17 of the Milwaukee County Ordinance.

**Amenities:** Milwaukee County Parks does not provide amenities such as portable restrooms, sound systems, stages, banquet tables, chairs, tents, and/or canopies. Extra furnishings such as folding chairs, arbors, floral displays, tents or other props are allowed but require approval and must be included in your photography application. Milwaukee County Parks does not have a list of preferred vendors and events are free to work with vendors of their choice.

**Amplified Sound:** must be approved by the Special Events Office. Amplified Sound cannot begin before 8:00 AM including sound checks. The City of Milwaukee is the only municipality that requires a Noise Variance Permit. Please call (414) 286-5571 or visit <http://city.milwaukee.gov/NoiseVariances3711.htm#.VIXOLHbnYdV> to apply for your Noise Variance Permit.

**Clean-up:** Permit holder shall be responsible for the collection and removal of all event related garbage and litter from the site and surrounding areas. All garbage collection and removal shall be to the satisfaction of Milwaukee County Parks. Permit holder will be billed for any additional cleanup (\$50.00 per employee per hour) and/or damage to park property. The use of confetti is prohibited.

**Damage to Park Property:** Permit holder shall be responsible for any actual documented physical damage to the premises caused by its event, employees, agents, representatives, and guests.

**Indemnification:** The permit holder agrees at all times during the existence of this permit to indemnify Milwaukee County for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, including workers' compensation claims, which arise out of or are in any manner connected to this permit, based on any injury, damage or loss being caused by any wrongful, intentional, or negligent acts or omissions of the permit holder, its agents or employees. Permit holder shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action.

**Permit:** Permits are not assignable and not transferable. Permit must be present and on-site for inspection.

**Photographs/Film:** Under no conditions and at no time may a photograph taken at any Milwaukee County Park, be used to infer endorsement of a product, person or service by Milwaukee County or by any of its employees.

**Public Access:** cannot be restricted or impeded at any time without prior approval from the Special Events Office.

**Tents:** Staking of tents is **PROHIBITED without prior approval**. If approved, a hotline fee of \$500.00 dollars will apply for staking and event organizer is responsible for contacting Diggers Hotline at (800) 242-8511. Diggers Hotline services are free of charge but cannot detect Milwaukee County Park's utilities. Therefore the Milwaukee County Parks Trades Department must hotline area as well. If tents are not staked, they must be secured with sand bags or water barrels.

### **Termination:**

- Milwaukee County Parks in its sole discretion may grant, deny, revoke or suspend any permit, at any time and for any reason. Cancellation of a permit for cause will result in forfeiture of all fees. For cause means if the terms of the application or any license or other code or ordinance is violated or if the event organizer makes any misrepresentation or when public safety is threatened. Cancellation can also occur if payment has not been received by due date and event organizer has not contacted the Special Events Office requesting an extension of their due date.
- The Special Event Permit is subject to all local municipal codes and Milwaukee County ordinances in addition to all rules and regulations governing parks and parkways, and can be terminated at any time at the sole discretion of local law enforcement authorities when public safety is threatened. Excessive noise generated by a special event shall be considered a threat to public safety.

**Vehicles:** Vehicles are prohibited from driving on grass, athletic fields, park walkways and trails. Contact the Special Events Office regarding any special parking needs or vehicular access. If permission is granted for driving on grass, it will be stated in the photography/filming permit. Any turf damage caused by any trucks or other vehicles is the responsibility of the event and the permit holder. Any vehicle passes that have been provided to the permit holder must be displayed in each permitted vehicle.



# 2017 PHOTOGRAPHY/FILMING PERMIT APPLICATION

Organization/Business Name \_\_\_\_\_ Name of Applicant \_\_\_\_\_  
 Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
 On Site Contact *(if different from applicant)* \_\_\_\_\_ On Site Cell Phone # \_\_\_\_\_

### Type of Photography/Filming

Wedding or Engagement      Family Portrait      Other:  
 Commercial Photography      School or Graduation

### Description of Photography/Filming Shoot:

Date Requested \_\_\_\_\_ Expected Attendance \_\_\_\_\_  
 Start Time *(include setup)* \_\_\_\_\_ End Time *(include teardown)* \_\_\_\_\_  
 Park Requested \_\_\_\_\_ Location in Park \_\_\_\_\_  
 Type of Equipment \_\_\_\_\_ Type of Props \_\_\_\_\_

Are you requesting any special vehicular access?      NO      YES

Please describe:

Are you requesting to have amplified sound?      NO      YES      Hours of amplification: \_\_\_\_\_

I hereby acknowledge that I have read, understand and agree to follow the terms and conditions, rules, regulations and considerations contained herein. In addition, I acknowledge and understand that I am responsible for any damage that may result from my actions or those of my guests or invitees.

**I AGREE THAT THE ENTRY OF MY FULL NAME BELOW CONSTITUTES AN ELECTRONIC SIGNATURE.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Electronic Signature Accepted*