



Permit for Video/Photo Use of County Parks



Do You Need A Permit?

Permits are ALWAYS required for commercial filming that involves the digital or film recording of a visual image or sound recording by a person, business, or other entity for a market audience. This includes recordings such as those used for a documentary, educational program, television or feature film, and/or other commercial advertisement.

Permits are NEVER required for personal, noncommercial filming and photography activities within normal park operating hours.

Permits MAY be required for still photography (whether commercial or noncommercial) if any of the below apply:

- Use of models, sets, or props that are not part of the locations existing landscape or amenities, or
- Use of equipment that requires motorized transport to or within the location, or
- Use of equipment that requires an exterior power source other than a battery pack, or
- Requests for access to areas where members of the public are generally not allowed, or
- If Mecklenburg County would sustain additional costs to manage and oversee the permitted activity to avoid undesirable impacts to park resources and/or to minimize negative interactions with park patrons

Permit requests MUST be submitted no less than SEVEN (7) days prior to anticipated start date. Requests received within seven days will not be considered.

How Much Does A Permit Cost?

COMMERCIAL VIDEO/PHOTO PERMIT FEES	
Half-Day* Weekday	\$470.00
Full-Day** Weekday	\$930.00
Half-Day Weekend	\$1,050.00
Full-Day Weekend	\$1,850.00
Per Hour Rate	\$118.00

*Half-Day is equal to 1/2 of the available daylight hours (7am – Sunset) on permitted day.

**Full Day is equal to all daylight hours (7am – Sunset) on permitted day.

ADDITIONAL OPEN SPACE, FACILITY RENTAL, and STAFFING FEES MAY APPLY.



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Is Insurance Required?

Yes. PERMIT HOLDER's are required to obtain liability insurance naming "Mecklenburg County" as an additional insured under the Commercial General Liability Insurance for operation or services rendered under this Agreement. Certificate Holder shall be shown as:

Mecklenburg County
c/o Mecklenburg County Park and Recreation Dept.
5841 Brookshire Blvd.
Charlotte, NC 28216

PERMIT HOLDER's Insurance. PERMIT HOLDER shall provide and maintain at its expense during the term of this Agreement the following program(s) of insurance covering its operations. Such insurance shall be provided by insurer(s) satisfactory to the County as approved by the County's Risk Management Division and evidence of such programs satisfactory to the County shall be delivered to the County on or before the effective date of this Agreement. Such evidence shall specifically identify this Agreement and shall contain the express condition that the County is to be given written notice of at least ten (10) days in advance of any modification or termination of any program of insurance. If PERMIT HOLDER fails to maintain the required insurance or to give timely notice of any change to the insurance coverage, PERMIT HOLDER shall forfeit any rights under this agreement and the County is not obligated to perform.

Commercial General Liability

Insurance with a limit not less than \$1,000,000 per occurrence/aggregate including coverage for bodily injury, property damage, products and completed operations, personal/advertising injury liability and contractual liability.

Workers' Compensation

Insurance meeting the statutory requirements of the State of North Carolina and any applicable Federal laws; and, Employers' Liability - \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit. If the PERMIT HOLDER does not employ more than 2 employees, A Workers Comp Waiver must accompany this Agreement.

Automobile Liability

Evidence of current automobile insurance (attach copy of automobile Policy declarations Pages(s) – which show the vehicle and coverage amounts as the appropriate one of the following:

- If PERMIT HOLDER owns or leases commercial vehicles to provide goods or perform a service under this Agreement, automobile liability must be provided at a limit of not less than \$1,000,000 per accident, combined single limit, each occurrence, for bodily injury and property damage liability covering all owned, non-owned, and hired vehicles.



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- If PERMIT HOLDER does not own or lease any vehicles, but has employees using their vehicles to provide goods or perform a service under this Agreement, PERMIT HOLDER must provide hired/non-owned automobile liability coverage at a limit of not less than \$1,000,000 per occurrence aggregate.
- If PERMIT HOLDER does not own or lease any commercial vehicles to provide goods or provide services under this Agreement, and has no employees using their vehicles to provide goods or services under his Agreement, but uses his or her own personal vehicle to provide services under this Agreement, personal automobile liability may be provided at limits of not less than \$30,000 each person, \$60,000 each accident and property damage liability of \$25,000.

Are There Any Other Permit Requirements?

PERMIT HOLDER will be responsible for coordinating specific requirements and schedule with the Park Region Manager.

PERMIT HOLDER can request access beyond daylight operating hours if the filming is in conjunction with a facility that operates during non-daylight hours (i.e. lighted athletic field, indoor shelter, etc.). PERMIT HOLDER will be responsible for paying all costs associated.

A signed permit will be provided to the PERMIT HOLDER to be presented to Park Ranger personnel on the day of shooting.

All vehicles and heavy equipment (i.e. trailers, forklifts, rv's, etc.) are prohibited on all sidewalks, greenways, and turf areas at all Park and Recreation facilities.

All activities will be in accordance with the Mecklenburg County Park and Recreation Facilities Ordinance.

Other terms and conditions may apply based on the needs/request of the PERMIT HOLDER.



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Requestor Name:	Click or tap here to enter text.	D.O.B.	Click or tap here to enter text.
Company Name:	Click or tap here to enter text.		
Billing Address: <i>Street, City, State, Zip</i>	Click or tap here to enter text.		
Daytime Phone:	Click or tap here to enter text.	Mobile:	Click or tap here to enter text.
Email Address:	Click or tap here to enter text.		
Location Requested:	Click or tap here to enter text.		
Date(s) Requested:	Click or tap here to enter text.		
Hour(s) Requested: <i>Include set-up and breakdown</i>	Start Time: Click or tap here to enter text.	End Time: Click or tap here to enter text.	
Type of Activity:	<input type="checkbox"/> Feature Film <input type="checkbox"/> TV Program	<input type="checkbox"/> Music Video	
	<input type="checkbox"/> Advertising <input type="checkbox"/> PSA	<input type="checkbox"/> Other	
Number of Production Staff:	<input type="checkbox"/> 0-5 <input type="checkbox"/> 5-10	<input type="checkbox"/> 10+	
Number of Production Vehicles:	<input type="checkbox"/> 0-3 <input type="checkbox"/> 3-5	<input type="checkbox"/> 5+	
Detailed Description: <i>(Type of Activity. Number of staff, vehicles, and equipment present. Special sanitation, transportation, or security needs. Etc.)</i>	Click or tap here to enter text.		
FOR MCPRD STAFF USE ONLY			
Permit Charges:	<input type="checkbox"/> Half Day Weekday \$470	<input type="checkbox"/> Full Day Weekday \$930	
	<input type="checkbox"/> Half Day Weekend \$1,050	<input type="checkbox"/> Full Day Weekend \$1850	
	<input type="checkbox"/> Per Hour Rate \$118	<input type="checkbox"/> Other:	
	TOTAL: Click or tap here to enter text.		
MCPRD Point of Contact:	Click or tap here to enter text.	Phone:	Click or tap here to enter text.

(Signatures on following page)



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PERMIT HOLDER agrees to indemnify, defend and save harmless the County and its agents, officers and employees from and against any and all liability, expense (including defense costs and legal fees) and claims for damages including, but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with Permit holder operations or its services hereunder, including any Worker's Compensation suits, liability or expense, arising from or connected with services performed on behalf of PERMIT HOLDER by any person pursuant to this Agreement except to the extent that such bodily injury, death, personal injury or property damage arises from or is caused by the County's operations or services. PERMIT HOLDER'S duty to indemnify the County shall survive the expiration or other termination of this Agreement.

The undersigned hereby makes application to Mecklenburg County for the use of a park or public space and certifies that the information given in this application is correct. The undersigned further states the he/she has the authority to make this application for the applicant or organization and agrees that the Applicant has received, reviews, understands, and will observe the County's policies and procedures. The applicant agrees to exercise the utmost care in the use of the County's property; the applicant further agrees to reimburse Mecklenburg County for any damage arising from the applicant's use of the property.

Permit holder understands that the permit must always be kept in possession of the permit holder or his/her representative during the time of use of the County park property named above.

Mecklenburg County Park and Recreation
Authorized Representative

Signature of Permit Holder