



Photo/Film Shoot Application Form

Any party interested in conducting a photo or film shoot in a Kent County Park for commercial or educational purposes must complete and submit this form at least seven days in advance of the proposed shoot. No commercial or educational shoots will be permitted without an approved copy of this application form and any other required documentation, as may be indicated below. News/community interest features are exempt from this requirement.



Name of project: _____

Company/Organization: _____

Local Address: _____

Permanent Address: _____

Primary contact Name: _____ Phone: _____

Email: _____

Contact person on site during filming

Name: _____ Phone: _____

Email: _____

Brief project description: _____

Requested date(s) of shoot: _____

Start time(s): _____ End time(s): _____

Name of park: _____

Location(s) within park: _____

Equipment and/or props: _____

Crew size: _____ # of Vehicles: _____

Special Filming Needs and Impacts

Temporary/permanent alterations to the park: _____

If any or all of the park will need to be closed outside of the filming period, please explain here:

If fire, pyrotechnics, firearms or nudity is involved, please describe here: _____

Other anticipated impacts on park patrons: _____

Your filming company/organization will be responsible for providing all traffic control. Please describe your needs and plans for traffic control here: _____

Traffic control plans approved by: _____

Other information or special requests: _____

If you have any releases or forms you would like to be signed by the County, they must be submitted with this application.

Unless your project is specifically exempted, the following documents also must be submitted at least 3 days prior to your shoot. Your request for a photo or film shoot will be denied without these documents.

- **Signed Release of Liability and Covenant Not to Sue** (form to be provided by Kent County)
- **Certificate of Insurance** naming the County of Kent as an additional insured (Minimum Limits: \$1,000,000 per occurrence/\$2,000,000 general aggregate, \$2,000,000 aggregate for products and completed operations, \$1,000,000 personal and advertising injury)

**APPROVAL
SIGNATURES:**

Kent County Parks administration

Park Manager



Commercial Filming and Photography Fees

EXEMPTIONS: No exemption will be granted for large productions for any agency or organization, however, these fees are waived for film and photography activities that meet one or more of the following criteria:

1. Students filming as a part of an educational project sponsored by an accredited educational institution.
2. A permit applicant that is a recognized nonprofit, tax-exempt organization as described in Section 501(c) 3 of the Internal Revenue Code, as now or hereafter amended, and who seeks a filming permit for a print or media public service announcement.
3. Any department of the County of Kent, Michigan.
4. Routine news coverage by recognized news media organizations.
5. Commercial filming or photography of private functions (i.e., senior pictures, weddings, Quinceañera celebrations, etc.)

Application Fee (non-refundable)

Permit Application Processing Fee: \$ 100

Expedited Processing Fee: \$ 50

Additional fee for expedited processing if application is submitted less than 10 business days from the first proposed filming activity. Late applications are accepted and processed at the discretion of the Kent County Parks Dept.

Daily Permit Fee for use of County Parks (from prep time to clean-up)

Daily Permit Fee \$ 100

Per location per day for activities between 7 a.m. and 7 p.m.

Extended Hours Permit Fee \$ 50

Charged in addition to Regular Permit Fee for any activity beyond 7 a.m. to 7 p.m.

Additional Fees

The following fees are to be determined by the Parks Director on a case-by-case basis and depend on the nature and impact of the permitted filming activities. An initial estimate of these fees can be provided upon request prior to the application process, following a discussion of the proposed filming activities. Final costs may vary based on the ultimate details of the filming project.

Facility Use Fee *Varies*

Charged for any activities impacting the availability of facilities which the public would normally pay to use. These facilities include: picnic areas, open shelters, enclosed shelters, campsites, L.E. Kaufman golf course, and the Millennium Park boating center and beach area.

Cost Recovery Fee *Varies*

May be charged for park staff or other costs associated with facilitating the filming/photography activities. Fee is estimated based on actual costs and current overtime rate schedules.

Performance Guarantee *Varies*

A refundable security deposit may be required to cover any unanticipated staff costs, clean-up costs, refunds to user groups affected by the film permit activities, and/or other expenses not included/anticipated in the initial film permit fee calculation.