



No Charge Photography Permit Application

Office Use Only

Date Received:

Initials:

*Photography is allowed on Village Property without charge under the following conditions: 1) that the photography and associated activity do not, regardless of duration, unreasonably interfere with usage by other persons and no expectation of private use of photo location is expected; 2) in addition, no one location within a park may be used by the photographer for more than 15 minutes for any of the photographic activities; and 3) in addition, no one park may be used by the photographer for more than an aggregate total of 60 minutes on any single calendar day for any of the photographic activities. **Photographers unable to meet these conditions must apply for a commercial photography/filming permit from the Village of Orland Park, and pay associated permit fees, prior to using or advertising the use of Village Property.** Examples of commercial photography requiring permits include professional portraits, television films or series, student films, independent films, feature films or commercial art or marketing. All permits are subject to compliance with all applicable Village ordinances, conditions and requirements (copies available at www.orlandpark.org). Photography Permit requests must be made a minimum of 15 days in advance of the first requested park use date. The Village shall have at least 5 business day after receiving a permit request to review the application. The Village reserves the right to take additional time to review any application. The Village also reserves the right to approve or deny applications based on capacity and scheduling priorities, and may not approve applications if the proposed use conflicts with other park events, programs or other park users. Submission of an application does not constitute permit approval.*

Name of Organization/Individual ("Applicant" or "Photographer"): _____

Main Contact Name: _____ Email: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Business Address: _____

Park(s) Requested: _____ Location(s) within Park Requested: _____

Photography Date(s) : _____

Photography Start Time (includes set up): _____ a.m./p.m. End Time (includes take down): _____ a.m./p.m.

Photography Description (Provide a detailed description of your photography use, including any items that will be brought into the park, areas that will be used, as well as names and contact information for any photographers or photography studios.)

Photography Rules & Regulations

1. Photography by photographers is allowed on Village Property without a permit under the following conditions:
 - 1) that the photography and associated activity do not, regardless of duration, unreasonably interfere with usage by other persons; 2) in addition, no one location within a park may be used by the photographer for more than 15 minutes for any of the photographic activities; and 3) in addition, no one park may be used by the photographer for more than an aggregate total of 60 minutes on any single calendar day for any of the photographic activities. **Photographers unable to meet these conditions must apply for and receive a permit from the Village, and pay associated permit fees, prior to using or advertising the use of Village Property.**
2. The Village of Orland Park reserves the right to approve or deny applications based on capacity and scheduling priorities, and may not approve applications if the proposed use conflicts with other park events, programs or other park users.
3. Photography Permits are limited to a maximum of 3 days per week, for up to 2 hours each day.
4. Permits allow use of a designated area of a specified park to conduct photography. Use of areas not specified in the permit is prohibited. The location of the photography or placement of photography equipment cannot disrupt use of the park by the general public.
5. **Photography may only occur during the dates and times specified in the permit.** Applicant may not use parks that have been closed by the Village.
6. Park equipment shall be used in accordance with its intended purpose. Any damage caused as a result of misuse will be charged to the Photographer.
7. The Photographer may not bring equipment to park(s) that could damage the park, trail, or pose a hazard to the general public. Where the Photographer is permitted to use amplification equipment, the Photographer shall nevertheless not use amplification so as to cause a nuisance. Photographer shall also leave the permitted area in as good a condition as existed prior to commencement of the use.
8. Photographer may not store equipment within any park without prior written approval from the Village.
9. Photographer must have an approved Village of Orland Park Photography Permit prior to using a park. Photographers with an approved permit are required to have the permit with them at all times when conducting photography on Village property. Inability to provide a current and valid permit will result in a fine and loss of photography privileges.
10. Motor vehicles may only be operated on roadways and in parking areas. Vehicles are not allowed on lawns or park interiors. An approved permit does not exempt Photographer from this policy.
11. Photographer is responsible for cleanup of any trash or debris generated by the operation.
12. Photographer must obtain insurance for the limits outlined below. A certificate of insurance verifying coverage and naming the Village of Orland Park as additional insured must be submitted to the Village at the time of application.
13. Photographer will adhere to all Federal, State, County, Village rules, regulations, and ordinances. Photographer shall be responsible for the Photographer's employees, agents, customers, and/or clients use of the park pursuant to the permit issued and shall advise same of the applicable rules, regulations, and ordinances.
14. If the Photographer requires reserved (private) use of a Village facility or park amenity, all applicable rental fees apply in addition to the Photography Permit fee.

Indemnification and Hold Harmless: Photographer agrees to protect, indemnify, save, defend and hold harmless the Village of Orland Park, its officers, officials, volunteers, employees, and agents (hereafter collectively referred to as "Village") from and against any and all liabilities, claims for compensation, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney's fees for which the Village may become obligated by reason of any accident, injury or death of persons or loss of or damage to property arising indirectly or directly in connection with or under or as a result of this agreement, whether such loss damage injury or liability is contributed to by the negligence of the Village or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except for claims, damages, penalties, caused of action, costs and expenses arising solely by virtue of any negligent act or omission of the Village.

Approval Process: The Village shall have at least 10 business days after receiving a permit request to review the application to approve or deny. The Village reserves the right to take additional time to review any application. The Village reserves the right to terminate the permit at anytime based on the interest of public safety without refund of any fees. The Village reserves the right to amend the

rules and regulations as needed to serve the best interests of the Village. The Village reserves the right to relocate any photography location/event based on unforeseen circumstances. The Village does not assume any liability for lost or stolen property on the park Village premises, or for personal injuries sustained on the premises during Photographer's use. Photographer may not enter the park prior to the agreed upon photography period. Photographer must leave park in the same condition in which it was found. The cost associated with damage or cleanup caused by the Photographer's use of a park is the responsibility of the Photographer. The Village reserves the right to pursue any and all legal options against the Photographer for expenses incurred by the Village as a result of the Photographer's use of a park.

Equipment, Tents and Amplification: Photographer may not bring to a Village Park any equipment (other than equipment needed to conduct photos), such as personal pop-up tents, free standing banners, and personal audio or amplification equipment, without the written permission of the Village and then only upon such conditions as the Village may impose. This prohibition includes, but is not limited to, constructing, building, erecting, or otherwise placing any building, tent, stand, scaffold, platform or other structure of whatever kind, and constructing, running, stringing, or otherwise placing any electrical wire, conduit or pipe, or any public service or private utility, into, upon, above, or across or beneath Village Property.

I have read and fully understand the above requirements.

Signature of Applicant/Photographer: _____

Date: _____

Office Use Only	
Permit Approved on: _____	By: _____
Photography Location: _____	Dates: _____