

## Lake Metroparks Permit Terms and Conditions for Commercial Filming

Lake Metroparks has many locations throughout the park district that are highly suited for use by commercial photographers, videographers and cinematographers for print and electronic media. These sites may be requested for use by permit; the following terms and conditions apply.

**Definition:** Commercial filming is defined as digital or film recording of a visual image or sound recording by a person, business, or other entity for a market audience, such as for a documentary, television or feature film, advertisement, or similar project. Commercial filming permits are required for any filming or photography that involves the use of a model, actor(s), set, or prop; requires entry into a closed area; or requires exclusive access/use of a park area. All commercial filming is subject to fees described below. Permits are **NOT** required for:

- Visitors engaged in filming/photography intended for their personal use and enjoyment (this includes special occasion photography/videography, such as for weddings and graduation).
- Members of the news media.
- Filming that is conducted pursuant to a cooperative agreement or contract with Lake Metroparks.

**Procedure:** A permit request must be submitted in writing to Lake Metroparks at least ten (10) days prior to the requested use date. The permit request must describe the scope of the activity, the number of people expected on site and the duration of time needed including set up and clean up time. No damage to or altering of any park property (including structures and natural resources) may occur unless specifically detailed on the permit. The area must be restored/left in the same or better condition than it was found; the permit holder will be responsible for all related expenses.

Lake Metroparks will evaluate the proposed activity, requested location, date(s) and times to determine if the permit request can be accommodated with minimal inconvenience to Lake Metroparks visitors and minimal impact to natural conditions, wildlife and plants. Off-peak times are recommended, including weekdays, and early morning and evening on weekends (except holidays). The proposed activity described in the permit request may only take place if a permit is granted by the Executive Director. Once a permit is issued, any and all changes/alterations must be negotiated with Lake Metroparks prior to proceeding.

Some reasons a request for a permit may be denied include:

- There is potential that resource damage or impairment of their value would occur that cannot be mitigated or restored.
- There is potential of unreasonable disruption of/or conflict with the public's use and enjoyment of the site(s) being requested.
- There is likelihood that the activity poses health or safety risks to the public or crew.
- The requested activity will violate any other federal, state, or local laws or regulations.
- Other activities are already planned or expected to occur at the same location.
- It involves access to areas normally designated closed or limited to administrative use for resource or safety reasons.
- The project includes a portrayal of activities that are not permitted within Lake Metroparks.
- The requirements for supervising the project exceed the staffing capacity of the affected park.
- The production crew is unwilling or unable to provide proof of insurance (see next page).

**Location Fee:** Lake Metroparks charges a \$200 minimum fee, which covers up to the first four hours. An additional \$50 per hour is charged. Set up and clean up time must be included in the total hours requested and are calculated in the location fee charge. *Note: Certain buildings and areas have rental fees; if a facility is requested that has a rental fee (Farmpark, Penitentiary Glen Nature Center, et al.), the rental fee is charged. The location fee applies to each/any park area requested for special use by permit that does not have an established rental fee.*

**Rangers/Security:** Lake Metroparks will mark/provide signage indicating the area designated for the permitted activity. Lake Metroparks may require a Ranger or other staff member to be present on-site to direct pedestrian and/or automobile traffic as needed as well as monitor the permit activity. Lake Metroparks will make arrangements for this service. If staff escort or Ranger services are required, the fee is an additional \$30 per hour for each Lake Metroparks employee to be assigned/present during permit period.

**Fee Payment Schedule:** Security deposit (if applicable) and the total balance of all fees are due and payable in full to Lake Metroparks upon permit approval and prior to permit date to reserve the site, date(s) and times specified. Cash, check, Visa, MasterCard and Discover accepted for payment.

**Insurance:** General liability insurance covering the proposed activity is required. The insurance must have coverage amounts of one million dollars (\$1,000,000) for bodily injury and one million dollars (\$1,000,000) for property damage, and must name Lake Metroparks Board of Park Commissioners as additional insured by endorsement. A copy of the endorsement must be provided to Lake Metroparks prior to the permit date or the permit will be null and void.

**Release of Liability:** As a condition of a permit being issued, the holder will be required to release Lake Metroparks and its Board of Park Commissioners, officers, employees, agents and visitors from and against any claims of injury or property damage incurred during the permitted activity.

**Rules/Additional Permits:** All federal, state and local laws must be adhered to. Special activities (i.e. pyrotechnics) requiring additional permits and inspection/monitoring by local agencies (i.e. local fire department) are required and the responsibility of the permit holder. All Lake Metroparks rules and regulations are in effect unless an exception is specified on the permit. A complete set of Lake Metroparks rules is available online here <http://www.lakemetroparks.com/about-us/ranger-department/rules-regulations> or from the Ranger Department (440-358-7290).

**To apply for a Commercial Filming Permit,  
email [marketing@lakemetroparks.com](mailto:marketing@lakemetroparks.com)  
or call 440-639-7275 x1644.**