 <b>Howard County</b> RECREATION & PARKS	<h1>Photography Permit</h1>	<b>OFFICIAL USE ONLY</b>	
		Date Received:	
		Permit Number:	

Read and complete the following six steps. Faxed or emailed applications will not be accepted.

**STEP 1. Select type of Permit**

Type of Permit	Patapsco Female Institute	Belmont	Robinson Nature Center	Parks
Grounds Rental During Operating Hours	\$75/ Hour	\$150/ Hour	\$150/ Hour	\$25/permit*
Grounds Rental Outside Operating Hours	\$100/ Hour	\$200/ Hour	\$200/ Hour	N/A
Security Deposit	\$200	\$250 or 20% of permit cost	\$250 or 20% of permit cost	\$0

**\*This permit does not give permit holder exclusive rights to any public area in the park. Details must be cleared with the corresponding Park Manager prior to photo shoot date.**

Security Deposit and application will be required for ALL photography permit types. Rate schedule is per diem. Security Deposit will be based on the location, scope and impact of the shooting; Standard security deposits exist for some sites and are included above. Staff costs will be charged to the applicant.

**STEP 2. Provide Contact Information.**

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**STEP 3. Provide Location Information**

Purpose of Photography: \_\_\_\_\_ Park Requested: \_\_\_\_\_  
Date(s) & Time(s) of Photography: \_\_\_\_\_  Indoors  Outdoors  
Estimated Attendance: \_\_\_\_\_ Description of all equipment and content of shoot: \_\_\_\_\_

Will you be erecting tents or canopies?  Yes  No Quantity & Sizes: \_\_\_\_\_

Will you require road closures or have significant parking needs? Explain. \_\_\_\_\_

Parking or driving on grass, sidewalks, service roads or athletic fields is strictly prohibited.

**STEP 4. Read and Sign**

Return the completed application with payment, make checks payable to DIRECTOR OF FINANCE, HOWARD COUNTY in the amount of \$25.00. The application will not be processed until the office has received the completed application and check. Filing date will be the date that the completed application and check is received by facility at the requested park site. The application fee is a nonrefundable processing fee. All checks returned for insufficient funds will incur additional charges.

Applications must be filed at least 10 business days before the first day of shooting to avoid additional charges. Applications filed less than 10 business days before the first day of shooting will be charged an additional \$100 or 25% of

the site fee, whichever is greater. Applications filed less than 3 business days before the first day of shooting will be charged an additional \$200 or 30% of site fee, whichever is greater. Refer to the pricing chart on page one to determine the applicable site fee.

Press Conference, Tourism, B-Roll, PSA, and Student photography must also be approved. Student projects must include a letter from a faculty member, on school letterhead, indicating the project is relevant to course work. In addition, the school will assume all liability for insurance. In all cases, a security deposit is required.

A Certificate of Insurance with the minimum liability required by the Office of Risk Management, listing the Howard County Government and its' employees, agents and officers as additionally insured, must be filed with this application.

A copy of the permit must remain on-site for review at all times. Permits are non-transferable.

Refunds will not be granted for inclement weather. Additional fees may be charged for rescheduling.

Applicant shall ensure that all parties involved in the shoot shall not drive or park vehicles on grass, sidewalks, athletic fields or service roads.

No tobacco or vaping products may be used on any land or facility under the jurisdiction of Howard County Department of Recreation and Parks and the permit holder is responsible to ensure that all event participants and spectators are notified of such, throughout the time of the permit, and in compliance.

All Applicant types shall be responsible for all county costs, including personnel. The number and type of employees required is based on location and scope of work, as determined by the facility manager. Road closures require Howard County Police and/or Park Rangers and all costs associated with road closures must be paid by the applicant. Most locations require a minimum of one Park employee for the duration of the photography.

Applicant understands that failure to pay all costs for clean-up/repair, misrepresentations regarding the nature or scope of the shoot, or violations of the terms of the permit may be grounds for denial of future permit applications and a forfeiture of the security deposit.

Security deposits will be refunded within 60 days after the shoot date if all permit restrictions are followed and the park is left clean and without damage. The amount of the security deposit will be determined by the location of the shoot and the scope of activity.

Howard County Department of Recreation and Parks is not able to provide amenities such as sound systems, tables, chairs, tents, portable washroom facilities or other support materials, equipment and services. Provisions for parking are NOT included in the issuance of any permit.

Fastening or attaching any rope, sign, banner, flyer or other object to any building or structure (interior or exterior), as well as any tree, shrub, signage or park amenity at any site is strictly prohibited and automatically forfeits the security deposit.

The use of aerial or above ground photography equipment may require additional approvals and/or incur additional charges.

Applicant agrees to faithfully observe and comply with the conditions, regulations and provisions prescribed herein and by the regulations of Howard County Government and the laws of the state of Maryland.

On behalf of the organization/group/family, I agree to indemnify and hold harmless Howard County, Maryland, Howard County Department of Recreation and Parks, its agents and employees from any liability or claim for damages of any kind arising out of the use of said facilities or space, including theft, to the space or property located within the space, except only when such losses are solely attributable and proximately caused by the negligence of Howard County, its employees


or agents. This indemnification is not to be deemed as a waiver of any immunity which may exist in any action against Howard County. On behalf of the above mentioned organization/group/family, I, the undersigned, realize that failure to fulfill my obligations to Howard County will in addition to the aforesaid obligation to indemnify, result in an immediate reimbursement of fees or expenses. This document supersedes all others relative to the permit for activities requested by this organization/group/family.

Applicant has read and agrees to all policies set forth in "Exhibit A" attached. The signature below must be by the president of the company or someone who has the legal right to enter into an agreement with Howard County. If not the President, written documentation must be provided indicating that the person has the legal right to enter into an agreement with Howard County.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**STEP 5 Select form of Payment:**

<b>PAYMENT OPTIONS</b>	<b>Cash/Check</b> <input type="checkbox"/> Cash \$ _____ <input type="checkbox"/> Check # _____ \$ _____ Make checks payable to <i>Director of Finance; Howard County</i>	<b>Electronic Check Payment</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings Routing # _____    Account # _____
	<b>Credit Card</b> <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DISCOVER NETWORK <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA Card #: _____    Exp. Date: _____    CVC Code: _____ Account Holder Signature _____    Date _____ Account Holder Name (Print) _____	Account Holder Signature _____    Date _____ Account Holder Name (Print) _____  Routing Number    Account Number

**STEP 6. Submit the Application**

1. Return this completed form to the location of the park requested:

Robinson Nature Center  
Attn: Rental Coordinator  
6692 Cedar Lane  
Columbia, MD 21044  
(410) 313-0400

Patapsco Female Institute  
Heritage Program Office  
9944 Maryland 108  
Ellicott City, MD 21042  
(410)313-0420

Belmont Manor  
6555 Belmont Woods Rd. Elkrigde, MD 21075  
(410) 313-0200

FOR ANY PARK SITE:  
Attn: Rachel Hall  
7120 Oakland Mills Road  
Columbia, MD 21046  
rmhall@howardcountymd.gov

2. You will also need to include:

Payment - \$25.00 application fee (make checks payable to Director of Finance, Howard County)  
Certificate of Insurance – Howard County must appear as an additional insured and the certificate holder for \$1 million per occurrence. Students- letter from instructor on school letterhead.

3. If your application is approved, you will receive an invoice for site fee, security deposit and any staff overtime, or additional costs incurred.

