



## MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Park Permit Office (Silver Spring), 9500 Brunett Avenue, Silver Spring, MD 20901, Tel.: 301-495-2525 Fax: 301-495-2484  
Park Permit Office (Germantown), 12900 Middlebrook Road, Germantown, MD 20874, Tel.: 301-495-2480

[www.parkpermits.org](http://www.parkpermits.org)

### FILMING/PHOTOGRAPHY PERMIT REQUEST FORM

Park: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_ Hours of Use: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Name of Group or Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Telephone Number(s): Daytime \_\_\_\_\_ Evening: \_\_\_\_\_

Type of Filming/Photography:  Still  Motion  Other, please specify \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Number in Attendance: Adults \_\_\_\_\_ Teens \_\_\_\_\_ Children \_\_\_\_\_

Please Indicate Payment Method: Check # \_\_\_\_\_ Cash \$ \_\_\_\_\_  Visa  MasterCard

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Card Holder's Name: \_\_\_\_\_ Zip code: \_\_\_\_\_

#### **IMPORTANT**

- Applicant **MUST** provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland with limits of \$500,000.00 per person and \$1,000,000.00 per accident or injury incurred
- **CANCELLATION POLICY:** Fee is eligible for a partial refund only if the reservation is cancelled at least 30 days prior to the reservation date.
- A **\$48.00** fee will be assessed for reservation changes. Date changes require at least one-week advance notice (from first date of use) and must be received in writing.
- A **\$48.00** fee will be assessed for any cancellations.
- **Filming/Photography Permit Fee:** \$250 per event.

#### **I certify/understand that:**

- All rules and regulations stated on the permit and any other requirements deemed necessary by M-NCPPC.
- **NO BEER OR ALCOHOL WILL BE ALLOWED.** The use of tobacco products (including cigarettes, cigars, chewing tobacco, and snuff) will not be allowed on the benches, playing areas, and those areas in proximity to the playing field.
- No fees or other monies will be collected.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Permit Number: \_\_\_\_\_

Receipt Number: \_\_\_\_\_