

Revised 1/19/17

SPECIAL USE APPLICATION

H: FILM/ PHOTO/ VIDEO SHOOT

CHERYL DINOLFO
COUNTY EXECUTIVE



LARRY STAUB
DIRECTOR OF PARKS

Please remember to submit this application at least 21 DAYS prior to your proposed event.

Request Your Film/ Photo/ Video Shoot Location, Park, and Date

Name or Organization or Group organizing the Shoot: _____

Name of Project/ Shoot: _____

Main Contact Person: _____

Mailing Address: _____
Street City Zip code

E-mail Address: _____

Office/Home Phone #: _____ Day-of-Event Cell Phone #: _____

Fax #: _____ Website for organization: _____

1st Choice Event Date: _____ 2nd Choice: _____ 3rd choice: _____

Total Shoot Time (Approximate start/end; **incl. set up & clean up**) _____

Desired Park: _____ Is your Shoot Film/ Photo/ Video? _____

Please let us know the number of people involved in the Shoot (**including staff, volunteers, and participants**) _____

Please let us know what type of Shoot you are requesting:

- Student- no fees for general park usage**
- Non-Commercial Shoot- \$25 fee payable to Monroe County Parks Department**
- Commercial Shoot- \$50 fee payable to Monroe County Parks Department**

Please describe the Shoot you are proposing: _____

Please describe the requested location(s) within the park, or provide a map of the space requested for the Shoot: _____

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[] Shelters and Lodges

If your Shoot requires the use of Shelters or Lodges, you are responsible for the rental fee. Please visit www.monroecounty.gov/parks and click into our online "Parks Reservations System."

-You can also visit the Monroe County Parks Department or call Ryan Loysen at 585-753-7281 to reserve Shelters or Lodges.

-If your event is before approximately May 1st, or after approximately October 31st, Park Shelters are not winterized and/or not maintained during this period (most lodges are still available during the winter). Shelters may therefore be unavailable for use during this off-season. However, if you still require the use of these Shelters during this off-season, special arrangements can sometimes be made to clean and prepare a Shelter for your Shoot. Regular Shelter fees will apply.

-PLEASE NOTE: Your organization may be required to rent additional facilities (that you may not actually need/use) in order to accommodate the parking or space needs your Shoot requires.

-If you would like to rent the Highland Bowl, please contact us directly for venue-specific regulations, pricing, and availability.

Please list the Shelter(s) and/or Lodge(s) that your Shoot is requesting to reserve, or have already reserved:

[] Parking

If your Shoot will require additional parking beyond the spaces designated to your Shelter/Lodge/Field space, or the designated parking for other Shelters/Lodges/Field spaces that you haven't rented are not available for other potential renters, we may require that you rent these additional Shelters/Lodges/Field space/s.. **Parking on the grass is only allowed with special permission from the Monroe County Parks Department, and is only allowed during favorable ground/weather conditions.**

How many vehicles will be on site for your Shoot? _____

Please list/ describe the location in which you plan to park: _____

[] Athletic Field Use

If your Shoot will occupy, use, or make inaccessible, any athletic fields, we may require you to rent those fields at \$35 per day, per field. There are many sports leagues that use the athletic fields; therefore, necessary arrangements will need to be coordinated.

The Monroe County Parks Department reserves the right to cancel/postpone use of particular fields based on conditions or use.

Please list which athletic fields your event will require? (You can find park maps at www.monroecounty.gov/parks)

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[] Film/ Photo/ Video Shoot Details & Logistics Summary

Please provide the details and specifics of your Shoot so that the on-site Park Supervisors and Staff can best prepare for, facilitate, and accommodate your Shoot. This summary should include **ANY and ALL pertinent or relevant details, specifics, information, requests, needs, or requirements** that will help make your Shoot run as smoothly as possible. **Please attach a separate sheet/s if necessary.**

1. Timeline/Schedule for Event - Please provide us with the basic timeline of your Shoot, including arrival time for set up (earliest requested time on-site), and departure time (latest requested time on-site). Please remember to factor in clean-up time.

*Please note that any early arrivals for use of a lodge or shelter (**i.e. before 10am**) must be specifically discussed, coordinated, and approved by Ryan Loysen from the Monroe County Parks Department.*

2. Map/Layout of your Event - Please provide us with a map or description that outlines the space you plan to use.

Please note that the Monroe County Parks Department reserves the right to restrict use of certain areas or grounds, or placement of event equipment, which could damage park property.

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[] Trash & Recycling, and the Carry-in, Carry-out Policy

All Monroe County Parks are "Carry In, Carry Out", which means that your group/organization is responsible for the trash and recycling items generated during your event (unless otherwise noted). There are no trash cans or dumpsters available at the parks for disposal (unless otherwise noted). If you choose, you may contact local waste haulers to manage your Shoot's waste and recycling for you.

-Who is your dumpster provider or trash-management partner? _____

-When will your dumpster(s) be dropped off and picked up for your event? (Same day is ideal. If not, there is no guarantee that general Parks users will not use your dumpsters). _____

-Where will your dumpsters be placed during your event? (Pavement and/or high, dry ground are strongly recommended). _____

[] Bathrooms & Port-a-Johns

If your Shoot is before May 1st, or after October 31st, some bathroom facilities are closed during this period, and therefore may be unavailable for use during this off-season. In either of the above situations, you can certainly rent Port-a-Johns.

-Should you decide to rent Port-a-Johns, please include the following information:

-Who is your Port-a-John provider? _____

-How many Port-a-Johns will you rent for your Shoot? _____

-When will your Port-a-Johns be dropped off and picked up? (Same day is ideal. If not, there is no guarantee that general parks users will not use your Port-a-Johns). _____

-Where will your Port-a-Johns be set up? (Pavement and/or high, dry ground are strongly recommended). _____

[] Park Access, Traffic Management, Police Support Services, and/or Security

If your event will use roadways, cross roadways, and/or will have a significantly high attendance, and/or will have any unique risk factors, police presence from local law enforcement, from the Monroe County Sheriff's Office, or from a private security firm may be required. Please contact the relevant Town's Police and/or County Sheriff to consult with them and inform them of your event. In some cases, fees may be required for their services.

-Once you have determined the level of security required, please attach a description of your Police/Sheriff's/Security Plan.

[] Total of all Fees Due to Monroe County Parks Department

Including Shelters, Lodges, Fields, Vendors, Tents, and Recreation Activities fees. _____

[] Invoice

You can request to have an invoice written for all your fees so you can pay for everything with one transaction. Please contact us for details. Payments can be made by check, money order, cash, Visa, or MasterCard.

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[] Day of the Event

On the day of your event, please contact and check in with the onsite Park Supervisor/Staff for your park. Their phone numbers will be on your Event Permit. He/she will be able to advise you of any facility/field updates and soil/ground conditions, any special considerations, and provide any additional guidance or information to make your event run more smoothly.

Rules and Regulations

The Permittee agrees to the following:

1. Must have a responsible person, over the age of 21, available onsite for the entire event, including set up and cleanup.
2. Must perform all required maintenance and clean-up of entire site during and after the event.
3. All parks are Carry-in/Carry-out, unless otherwise noted, which means you must take your trash out of the park; we do not provide dumpsters or trash cans.
4. May not close any park, village, town, city, or state roads without proper permission from all relevant entities.
5. Is responsible for payment for costs related to event and any damages to area or equipment.
6. Must possess Special Use Film/ Photo/ Video Shoot Permit during the event.
7. Must follow Monroe County Parks Laws as laid out in <http://ecode360.com/11765513>
8. Must make no permanent markings on park grounds (i.e. spray paint, nails in trees). Only non-permanent "spray chalk", chalk, tape, flags, or signage may be used to orient event participants. You will be charged for cleanup of permanent markings. All signs must be cleaned up and removed before vacating the park.
9. Balloon launches or releases are not permitted in the Monroe County Parks.
10. Amplified music is only permitted in certain parks and at certain facilities.

Monroe County:

1. Reserves the right to issue or deny permits.
2. Reserves the right to cancel the Permit if the Permittee is in violation of the terms and conditions of the Permit.
3. Reserves the right to postpone or cancel any organized events or field usage that could do permanent damage. Park Supervisors will alert us if conditions are not safe or appropriate, and we will contact you.

I, the undersigned, as the representative of my organization, hereby submit Part I of the Special Use Event Application for approval. The information and details that I have provided to the Monroe County Parks Department about my event are accurate to the best of my knowledge. I have read and agree to the above rules and regulations.

Signature

Date