



PARK DISTRICT
of OAK PARK

Oak Park Conservatory

PHOTOGRAPHY PERMIT APPLICATION

Submit Application To:
615 Garfield Street
Oak Park, IL 60302
(708) 725-2400 (phone)
reservations@pdop.org

INSTRUCTIONS: Photography Permits are required for any photography taking place in any Oak Park park that is commercial in nature, even if the sponsoring organization or project being worked on is for or affiliated with a non-profit, educational, or government organization. **Examples include wedding photography, family or individual portraits, commercial art, and any photography being done that will be used in the production of any marketing materials, public service announcements, documentaries, training films, television films or series, student films, independent films, or feature films.** Applicants should complete and submit this form, non-refundable application fee (\$10 for Oak Park residents or \$25 for non-residents) at least 3 weeks prior to the date of the event. Incomplete applications will be denied. All applications must be approved by the Park District. Applicants can expect to receive a response regarding applications within 10 business days. Once approved, a copy of the approved final permit will be sent via e-mail. **Hourly fees will apply at a rate of \$50/hr during Oak Park Conservatory business open hours and a rate of \$100/hr during closed business hours.** A Certificate of Insurance listing the Park District of Oak Park as additionally insured is required.

APPLICANT INFORMATION

EVENT CONTACT		ORGANIZATION /GROUP NAME (if applicable)	
STREET ADDRESS			
CITY		STATE	ZIP
DAYTIME PHONE	CELL PHONE	E-MAIL ADDRESS	

LOCATION REQUEST

FIRST CHOICE	CONSERVATORY SHOWROOMS	EVENT DATE(S)	START & END TIMES
SECOND CHOICE	OUTSIDE CONSERVATORY GARDENS	EVENT DATE(S)	START & END TIMES

EVENT INFORMATION

TYPE OF ACTIVITY	NUMBER OF INDIVIDUALS ATTENDING
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EVENT DESCRIPTION (Provide a detailed description of your event, including any items that will be brought into the park as well as names and contact information for any photographers or photography studios involved. Documents with this information may be attached.)

WAIVER

By signing below, I agree to follow all Park District Rules & Regulations Governing Uses of Park Facilities and recognize that I am responsible for the actions of myself and my guests. To the extent permitted by law, my organization, representatives, guests, and I will indemnify, save, defend, and hold harmless the Park District, including its officers, officials, agents, volunteers, and employees (hereinafter referred to as "district") from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the district may become obligated by reason of any accident, bodily injury, or death of person, civil or constitutional rights violation, or loss or damage to tangible property, arising directly or indirectly in connection with, or under, or as a result of this application process and permitted event. Should I or my guests fail to follow Park District rules and guidelines outlined in Park Code and/or the permit agreement, perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at full cost plus overhead for clean-up and repair. In addition, such failure may result in the denial of future approval for a park permit or the requirement of a deposit for future events.

Applicant Signature _____ Date _____

PAYMENT INFORMATION

Payment Method: Credit Card (Visa, Master Card, Discover, or AmEx) Check (#: _____) Total Payment: \$ _____

Account #: _____ - _____ - _____ - _____ Expiration Date: ____ / ____

FOR OFFICE USE ONLY

Received by: _____ on: _____ at: _____ Household #: _____ Reservation #: _____

COI Received : _____ (Initials) _____ (Date) _____ (Time)

Residency Verified by: _____ on: _____ Notes: _____