

**ATTENTION: To submit this form, please fill it in electronically or on a printed copy. Email your completed permit application to [reservations@pdop.org](mailto:reservations@pdop.org).**



PARK DISTRICT  
of OAK PARK

# Park District Of Oak Park

**Submit Application To:**  
218 Madison St  
Oak Park, IL 60302  
[reservations@pdop.org](mailto:reservations@pdop.org)

## PHOTOGRAPHY PERMIT APPLICATION

**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 portraits, 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, feature films or commercial art. 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 for single use. Alternatively, one year photography membership can be purchased for \$100. Photography is prohibited within indoor facilities, Cheney Mansion, Pleasant Home, Oak Park Conservatory and may not having photo shoots in the parks during programming, special events or if the park is closed for a private rental. 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                           |     |

### PERMIT CHOICE

**SINGLE USE PERMIT \$50/hr**

**ANNUAL PASS \$100**

Pass must be picked up at RCRC and worn at all times while working in the parks

### LOCATION REQUEST

|                      |                |               |                   |
|----------------------|----------------|---------------|-------------------|
| <b>FIRST CHOICE</b>  | PARK REQUESTED | EVENT DATE(S) | START & END TIMES |
| <b>SECOND CHOICE</b> | PARK REQUESTED | EVENT DATE(S) | START & END TIMES |

### EVENT INFORMATION

|                                                                                                                                                                                                                                                                           |                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| TYPE OF ACTIVITY                                                                                                                                                                                                                                                          | NUMBER OF INDIVIDUALS ATTENDING |
| 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