



Oak Park Conservatory

PHOTOGRAPHY PERMIT APPLICATION

PARK DISTRICT
of OAK PARK

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

Photography Policy & Instructions:

Photography Permits are required for any posed non-commercial or commercial photography/videography at the Oak Park Conservatory taken by professional or amateur photographers. **Examples of non-commercial photography include weddings, engagement, maternity, family, or individual portraits. Commercial photography may include any photos used for business or publication. Examples of commercial photography are any photographs done that will be used in the production of any marketing materials, public service announcements, documentaries, student projects, and filming.** 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 requested date. All applications must be approved by the Park District. Applicants can expect to receive a response regarding applications within 10 business days. Once approved, you will be invoiced 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. Complete payment must be submitted at the time of booking. Photography permit and hourly fees are non-refundable in the event you choose to cancel or for no shows.** A Certificate of Insurance may be required for all commercial photography and videography. Please refer to the Park District of Oak Park rules and regulations via our website. Please note the following activities prohibited: drones, entering flowerbeds/plant displays or mulched areas, removal of any materials. During business hours, the following is additionally prohibited: clothing changes, props, and furniture or equipment brought in. Disturbing guests or blocking walkways is not permitted. No tripods, lighting, or specialty photography equipment may be used during public hours. **No more than 5 posed guests per group are permitted during public hours.**

APPLICANT INFORMATION

POINT OF CONTACT		ORGANIZATION /BUSINESS NAME (if applicable)	
STREET ADDRESS			
CITY		STATE	ZIP
DAYTIME PHONE	CELL PHONE	E-MAIL ADDRESS	

LOCATION REQUEST

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

EVENT INFORMATION

TYPE OF PHOTOGRAPHY	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 _____

FOR OFFICE USE ONLY

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

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

Residency Verified by: _____ on: _____ Notes:



PARK DISTRICT
of OAK PARK

Park District Of Oak Park

MEDIA/FILMING PERMIT APPLICATION

Submit Application To:

615 Garfield Street

Oak Park, IL 60304

(708) 725-2400

oakparkconservatory@pdop.org

INSTRUCTIONS: Media Permits are required for any filming 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 any filming or 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 contract will be sent via e-mail. Hourly fees will apply at a rate of \$100+/hr., a security deposit, additional costs may be incurred for special requests or for services such as garbage pick-up, electricity or water usage, stage or equipment usage, or requests for services beyond normal operating schedule.

APPLICANT INFORMATION

POINT OF CONTACT		ORGANIZATION / (if applicable)	
STREET ADDRESS			
CITY		STATE	ZIP
DAYTIME PHONE	CELL PHONE	E-MAIL ADDRESS	

LOCATION REQUEST

FIRST CHOICE	PARK REQUESTED	EVENT DATE(S)	START & END TIMES
SECOND CHOICE	PARK REQUESTED	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 and names of any vendors, photographers, or videographers. 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

FOR OFFICE USE ONLY

Received by: _____ on: _____ at: _____ Household #: _____ Reservation #: _____ COI Received : _____
 (Initials) (Date) (Time) (Date)

Residency Verified by: _____ on: _____ Notes: _____
 (Initials) (Date)