

Metro East Park and Recreation District
Malcolm W. Martin Memorial Park
Commercial Filming & Photography Application/FAQ

A permit is required for all commercial filming and photography activities at Malcolm W. Martin Memorial Park. Commercial filming/photography is defined as the use of cameras or video recorders, sound recording, or other moving image or audio recording equipment that involves the advertisement of a product, service or place, the creation of a product for sale, or public or private commercial distribution, or the use of actors, models, sets, or props, but not including activities associated with broadcasts for news programs or for wedding parties.

Noncommercial and recreational photography and video recording do not require a permit, unless they use models, sets or props that are not part of the site's existing resources or facilities or take place at a location where additional security, safety or supervisory costs are likely.

Commercial filming/photography will NOT be permitted if there is a likelihood of resource damage that cannot be mitigated, there would be an unreasonable disruption of the public's use and enjoyment of the site (beyond short-term interruption of use of the site), or the activity poses health or safety risks to the public or park personnel or agents that cannot be mitigated.

Commercial photographers and filming companies should contact Metro East Park and Recreation District to advise them of their activity prior to submitting a permit application.

For more information on filming at Malcolm W. Martin Memorial Park please contact Bryan Werner at Metro East Park and Recreation District at 618-346-4905.

The Permitting Process

1. First call Metro East Park and Recreation District at 618-346-4905 to discuss the proposed Commercial filming/photography activity.
2. If advised to do so by MEPRD staff, fill out and submit two original copies of the Permit Application; it should be received by MEPRD no less than 15 days prior to the requested filming/photography date and no more than 12 months prior to the date.
3. Upon receiving your complete application packet, MEPRD will contact you to inform you of the status of your application. MEPRD reserves the right to require additional information or documentation from the applicant. Moreover, MEPRD may postpone approval or denial of a permit until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of permit. MEPRD also reserves the right to deny any application at the sole discretion of the MEPRD Executive Director or his/her designee.
4. If the permit is approved, a \$100 permit fee and Certificate of General Liability insurance in an amount no less than \$1,000,000 per occurrence naming Metro East Park and Recreation District as additionally insured, should be received by MEPRD no less than ten (10) days prior to scheduled filming/photography date. Payment must be made in the form of a check or cashier's check made out to Metro East Park and Recreation District.

Proposed Schedule

Mark each day of the week on which filming will occur, indicate the start/stop times below and # of participants (cast/crew)

Filming Day (mark X)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
Stop Time							
# of Participants							

Initial each of the following items. Each item must be initialed.

_____ Permittee assumes all responsibility for and hereby agrees to indemnify and hold harmless the Metro East Park and Recreation District, its Board of Directors, officers, agents and employees against any losses, damages, liabilities, and actions arising from Permittee’s use of the premises.

_____ Permittee is required to inform MEPRD, in writing, of any and all amendments to the original application prior to the event. Any amendment must be approved by MEPRD prior to the event.

_____ A copy of the approved filming permit must remain on-site for review during the event.

_____ Applicant agrees to provide Commercial General Liability Insurance for the Commercial Filming/Photography Activity for an amount no less than \$1,000,000 per occurrence naming Metro East Park and Recreation District as additional insured. The certificate of insurance is to be received by Metro East Park and Recreation District no less than 10 days in advance of the filming/photography date.

_____ Permittee assumes all responsibility, etc. Suits, proceedings, costs or expenses that the Metro East Park and Recreation District may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the filming/photography activity. The obligation to indemnify and hold harmless the Metro East Park and Recreation District will survive the termination or expiration of the Permit.

_____ The permit does not include authority to film or photograph individuals not involved in the permitted activity. This includes the general public, or employees working in the area. Model releases are the responsibility of the permittee.

_____ Permits are not assignable and are non-transferable.

_____ No tent or sign posts (or anything else) may penetrate the park’s lawn/grass areas at any time. Underground electric, utilities and irrigation systems exist on site therefore, other means are to be used to secure/fasten approved tents, signs, etc. In addition, all tents and shade structures must be secured/weighted regardless of expected weather/wind conditions.

_____ Fastening or attaching any rope, sign, banner, flyer or other object to any park structure, improvement, tree, shrub, or other park feature is strictly prohibited unless approved in advance by MEPRD.

_____ No rain dates will be issued unless advance arrangements are made with MEPRD. Refunds will not be granted for inclement weather.

_____ Permittee acknowledges that they, their agents, servants, employees, contractors, invitees, or guests enter the Park property at their own risk, accept the condition of the Park property "as-is" and release MEPRD, its Board of Directors, officers, agents and employees, from any injuries or claims arising out of their entry upon or use of any park property.

_____ No photograph, video, film, production or other visual images shall represent, imply, infer or in any manner give the impression that Metro East Park and Recreation District subscribes to, supports, endorses or in any way represents any opinion, message or communication contained within the broadcast, recording, or photograph produced by virtue of this permit.

_____ Permittee is not required to give credit to Metro East Park and Recreation District or Malcolm W. Martin Memorial Park; however, should credit be given the park must be identified as Malcolm W. Martin Memorial Park, the Gateway Geysers, the Mississippi River Overlook, and Metro East Park and Recreation District.

_____ Permittee is responsible for caring for and cleaning up the Park during and after the Filming/Photography activity. The Park shall be left in a condition equivalent to or better than the Park's condition prior to the Filming/Photography activity.

_____ MEPRD reserves the right to refuse any application at the sole discretion of the MEPRD Executive Director or his/her designee.

_____ Permittee is required to adhere to the Malcolm W. Martin Memorial Park rules that can be found at: www.meprd.org/mmmp.html Permittee acknowledges they have read and understand the Park rules.

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Place one or more circles on the map shown below indicating desired filming or photography locations at Malcolm W. Martin Memorial Park for the proposed permitted activity.



Provide a detailed description of the proposed filming or photography activity contemplated by Permittee within the box below.

A large, empty rectangular box provided for the permittee to describe the proposed filming or photography activity.

COMMERCIAL FILMING/PHOTOGRAPHY PERMIT
ACKNOWLEDGEMENT AND INDEMNIFICATION AGREEMENT/RELEASE

For and in consideration of the permission granted from the Metro East Park and Recreation District (MEPRD) for use of the Malcolm W. Martin Memorial Park by the undersigned organization, entity or person(s) for the proposed "Commercial Filming/Photography Activity", the undersigned agrees to indemnify and hold MEPRD harmless from any claim, cause of action, suit or complaint for damages or injuries, including death, arising out of the activity and/or the participation therein or use thereof, and the undersigned further releases the District from any claim, cause of action, suit or complaint for damages or injuries, including death, arising out of the activity and/or the participation therein or use thereon.

That the undersigned acknowledges and represents that he/she has the authority and permission to execute this Indemnification Agreement/Release and Permit Application and to bind the undersigned organization, entity or person(s) thereby.

DATED this _____ day of _____, 20_____

PERMITTEE NAME: _____

PERMITTEE TITLE: _____

PERMITTEE SIGNATURE: _____

Send two (2) original completed applications to:

Metro East Park and Recreation District
104 United Drive
Collinsville, IL 62234

Fee payment and certificate of insurance shall be received by MEPRD no less than 10 days prior to the filming/photography date, and only after MEPRD approves the Filming/Photography Permit. Checks should identify Metro East Park and Recreation District as payee.

Questions? Please call Bryan Werner, MEPRD Planner, at 618-346-4905.

MEPRD USE ONLY

APPROVED / DENIED ON THIS DATE: _____

BY: _____

PAID \$: _____ METHOD: _____ ON THIS DATE: _____

RECEIVED/PROCESSED BY: _____