

Permit # ____ - ____ Date: _____
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Non-Refundable Processing Fee: \$ _____
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**City of Easley**  
**SPECIAL EVENT PERMIT APPLICATION- FORM D**  
**FILMING AND PHOTOGRAPHY PERMIT APPLICATION**

**APPLICANT INFORMATION**

Name of Project Representative: \_\_\_\_\_

Project Name: \_\_\_\_\_

Production Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State/ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

- Portrait Shoot \$25.00 weekday, \$50.00 weekends - 24 hour notification
- Commercial Photography Shoot (CPS) \$100 - 72 hour notification
- Commercial Photography Special Event Permit (CPSEP) \$100 - 15 day notification

Portrait shoots cannot be booked more than one month out and are subject to change with advance notification. Reservation is for the date and location listed below and will be posted prior to your photography session. Refunds will not be given. In case your photography shoot is rained out, you must call the Recreation office at 467-4355 between 8:00 AM . 5:00 PM the first working day after your schedule date. The shoot will be rescheduled for the next available time.

<b>HOURS OF ACTIVITY</b> (please include set-up and break-down time):		
Film Date:	Start Time:	End Time:

**TYPE OF ACTIVITY (check one):**

- Still Photography
- Public Service Announcement
- Feature Film
- Television Program
- Commercial
- Music Video Other \_\_\_\_\_

Size of crew:  0-5       5-10       10+

Number of production vehicles:  0       1       2       (\_\_\_\_)

**REQUESTED LOCATION \_\_\_\_\_**

- Road Closures (please complete Special Event Application Form A)
- Reserved Parking (\_\_\_\_ spots), location (\_\_\_\_\_)
- Access for vehicles on event site

**INSURANCE REQUIREMENTS**

Applicants for Commercial Photography Shoot & Commercial Photography Special Event Permit are required to submit a Certificate of Insurance in the amount of \$1,000,000 worth of General Liability coverage that names the City of Easley as additional insured for the date of the photography shoot. The City of Easley does not sell insurance. However; this type of insurance policy can be acquired from most types of private insurance carriers. Your permit will not be issued if the insurance certificate has not been received.

**HOLD HARMLESS CLAUSE:**

Applicant/organization hereby shall assume all risks incident to or in connection with permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the City harmless from and penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents and employees.

Applicants  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mail Application to:  
Easley Police Department  
Special Event Permits  
PO Box 466  
Easley, SC 29641

## **Definition of Commercial Photography Permits**

1. **Portrait Shoot**: The fee will be **\$25.00 per occasion or \$50 on the weekend**. *This permit requires a minimum of 24 hour notification by telephone.* A professional photographer and subject (ex: wedding portrait, family portraits). The purchased picture is not intended for commercial use. Portrait Shoots will last less than two hours and may occur any day of the week and or weekend.

A Portrait Shoot does not give the permit holder the right to make an area of the park exclusive for their use only. It should be anticipated that other park users will be walking by and through major areas of the park, causing minor interruptions. Appropriate signage asking park users to not interfere with the Photo Shoot can be posted. Roads, sidewalks or trails cannot be blocked during or before any Portrait Shoot.

*The primary purpose of permitting portrait shoots is to avoid conflicting and interfering with pre-reserved events (weddings, reunions, events and other photography shoots).*

2. **Commercial Photography Shoot (CPS)**: The fee will be **\$100 per occasion**. *This permit requires a minimum of 72 hours notification by telephone.*

A professional photographer with staff, model and/or product(s). The CPS requires set-up and tear down time, the reservation of a specific site on public property and City staff time to facilitate the Shoot. CPS permits will only be given for during weekdays due to weekends and holidays being held primarily for park users, events and weddings. CPS will last less than four hours including set-up and tear-down time.

A CPS does not give the permit holder the right to make an area of the park exclusive for their use only. It should be anticipated that other park users will be walking by and through major areas of the park, causing minor interruptions. Appropriate signage asking park users to not interfere with the CPS can be posted. Roads, sidewalks or trails cannot be blocked during or before any CPS. Major interruptions by park users will be handled by the park staff.

If additional time or staff assistance is needed a Special Event Permit Commercial Photography Permit is required (see below).

3. **Commercial Photography Special Event Permit (CPSEP)**: The fee will be **\$100 per permit application**. *This permit requires a minimum of 15 day application process.*

A professional photographer with staff, model and/or product(s). The CPSEP involves extensive equipment set-up, the reservation of a specific site on public property, restriction of public sidewalk or roadway and /or City staff time to facilitate the Shoot. A CPSEP may be permitted during weekdays, weekends and holidays per approval from the City Manager. CPSEP may be issued for any length of time. Additional city services required will be charged to the permit holder (ex: City Police, park staff).