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Date Issued

ORANGE COUNTY DEPARTMENT OF PARKS, RECREATION & CONSERVATION PHOTOGRAPHY PERMIT REQUEST FORM

211 Route 416, Montgomery, New York 12549-2420
Main Office (845) 615-3830
Fax (845) 457-4906



Steven M. Neuhaus, County Executive

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| 1. DATE OF EVENT: | |
| 2. PARK: | |
| 3. AREA DESCRIPTION: | |
| 4. PERSON IN CHARGE: | |
| 5. MAILING ADDRESS: | |
| 6. EMAIL ADDRESS (IF APPLICABLE): | |
| 7. DAY TIME PHONE: | 8. ALTERNATE PHONE: |
| 9. TIME ARRIVING (1 HOUR MAXIMUM): | 10. TIME DEPARTING: |
| 11. NUMBER OF PERSONS (For weddings - limited to bridal party and immediate family only – 25 people maximum): | |
| 12. OTHER DETAILS: Certificate of Insurance Photographer | |

REGULATIONS PERTAINING TO PHOTOGRAPHY:

- Bring Permit with you on the day of the event.
- Weddings: Limited to bridal party and immediate family only.
- Time is limited to 1 hour maximum.
- Alcoholic beverages are not permitted with this permit.
- Chairs, tents and canopies are not permitted.
- Permit may restrict photography to locations as specified by Parks Staff. Photography shall not interfere with other functions in reserved areas – pavilions, reception centers, etc.
- Certificate of Insurance required by all vendors (i.e. Professional Photography Company.)
- Vehicles are not permitted on service roads and must park in parking lot (4 vehicles maximum.)
- Permit is Rain or Shine.
- Permit covers Photography ONLY.

PERMIT HOLDER must read, sign and date this Permit and return to the Orange County Department of Parks, Recreation and Conservation, 211 Route 416 Montgomery, New York 12549-2420 before the permit can be issued.

The undersigned agrees to present this permit to the park attendant in charge and shall be responsible for the conduct of all persons participating in the above event, and shall abide by all the rules and regulations established for the use of this facility. All vehicles must be parked only in designated parking areas. Furthermore, it is agreed that by obtaining this permit the undersigned, agrees to defend, indemnify and hold harmless the County of Orange for all claims and actions for damages and injuries sustained by any person or property as a direct or indirect consequence of the holding of the event, including but not limited to, traveling to and from the parks. The undersigned understands that the public has access to gardens and park amenities can only be requested to stay clear of the immediate area of the photography session. Additionally, the County of Orange maintains the right to require the undersigned and all related vendors or organizations to obtain insurance, at no cost to the County, providing coverages and amounts deemed acceptable by the Orange County Department of Risk Management. If a permit is cancelled for any reason, please notify the Parks Administration Office.

Signed: Date:

**PLEASE NOTE THAT THIS IS A REQUEST FORM
PERMIT MUST BE APPROVED BY PARKS DEPARTMENT**

Official Permit

Reservation Request



ORANGE COUNTY DEPARTMENT OF PARKS, RECREATION AND CONSERVATION

211 Route 416
Montgomery, New York 12549-2420

Certificate of Insurance

General Information:

The following policy is in effect for all groups and vendors intending to perform or administer services or functions on County grounds:

A Certificate of Insurance naming the **County of Orange, 211 Route 416, Montgomery, NY 12549** as **additional named insured** shall be provided a minimum of one week before an event and/or a vendor enters County property with the following limits:

- General Liability (Required for all) \$1,000,000
- Automobile Liability (Vehicles on County Premises, caterer's vehicles, setup deliveries, etc.) \$1,000,000
- Worker's Compensation and Employers' Liability - As Required By Law

The County reserves the right to require a Certificate of Insurance from any group, vendor or organization whose activities or actions in the opinion of the County warrants such coverage. This includes but is not limited to the running of extension cords, bringing in animals, vehicles, equipment or any other potentially hazardous situations or activity.

Events and Programs:

The County reserves the right to increase these limits at its discretion and to amend these regulations as it deems appropriate. In addition to special event permit holders; all caterers, DJ's, setup vendors, fundraisers, all vendors including nonprofit organizations, and those providing services or goods to the public or those groups promoting a cause on County Park property must provide the insurance certificates as outlined in this section for the specific date(s) and events requested or to be added as additional insured to the permit holders certificate of insurance.

Forwarding Certificate of Insurance to the Parks Administration Office:

Certificates of Insurance for Organizations and Vendors should be forwarded to the Parks Department Administration Office immediately after confirmation of reservation. Please fax copy to (845) 457-4906 and mail the original to:

**County of Orange – Department of Parks, Recreation and Conservation
211 Route 416, Montgomery, NY 12549-2420**