



# FILMING AND PHOTOGRAPHY SPECIAL USE PERMIT APPLICATION INSTRUCTIONS

Please follow the instructions below to complete the attached permit application.

1. A check for 35.00 (non refundable) must be enclosed with the DCR Filming and Photography Special Use Permit Application. Money orders or checks should be made payable to the Commonwealth of Massachusetts/DCR. Credit cards and cash are not accepted.
2. Complete all spaces on the application and sign the bottom of the second page of the application. Add additional pages for film site set up diagrams, road closure plan, vehicles and anything else that you need to expand on. The more detail the better.
3. Upon receipt of your completed application and fee, your Event/Film coordinator will forward your information to all appropriate parties including, site supervisor, park rangers, State Police etc. for review. We will then determine if there are any additional costs for your filming. If additional costs do apply, you will receive an invoice for this amount which must be paid prior to your event.
4. You must secure and submit a Certificate of Liability Insurance. The Department of Conservation and Recreation must be named as additional insured for the date and location of your event with a minimum amount of liability of 1 million dollars. Please submit the attached Filming and Photography Special Use Permit Application to the DCR immediately and forward your insurance certificate to the DCR upon receipt.
5. The Event/Film coordinator is **Joseph M. Rotondo**. He can be reached at  
Phone: **617-626-1482** Fax: **617-626-1351** Email: [joe.rotondo@state.ma.us](mailto:joe.rotondo@state.ma.us)
6. Film Credits must read: **“Massachusetts Department of Conservation and Recreation”**.

7. Applications should be mailed to:

**The Department of Conservation and Recreation  
Bureau of Special Services and Events  
Attention: Joseph M. Rotondo  
251 Causeway Street, 9<sup>th</sup> Floor  
Boston , MA 02114**

## **Important Information**

- ❖ Alcohol cannot be consumed, or given away on DCR property.  
*304 Code of Massachusetts Regulations 12.06- Alcoholic Beverages Prohibited*
- ❖ No alcohol or tobacco sponsors are allowed.
- ❖ Setting up of tents/staging, scaffolding, certain inflatable will require approval from the Massachusetts Department of Public Safety.



DEPARTMENT OF CONSERVATION AND RECREATION

Department of Special and Events

251 Causeway Street, 9th floor, Boston MA 02114 Fax (617) 626-1351

Attn: Joe Rotondo

FILMING AND PHOTOGRAPHY SPECIAL USE PERMIT APPLICATION

Application fee: \$35

for office use only: PERMIT NUMBER CHECK NUMBER

Event Date(s):

Film Title:

Co. / Organization Name:

Applicant Name:

Address: City/State/Zip:

Day Phone #: Evening Phone #:

Fax #: Cell Phone #:

Email Address: Production Website:

LOCATION REQUESTED: (Filming site set up maps, road closure plan, etc. MUST accompany the application)

Number of Crew: Number of Actors/Models:

TYPE OF EVENT (CHECK ALL THAT APPLY)

TV Documentary Student
Movie Commercial Other

Table with 3 columns: DATE(S), STARTING TIME, COMPLETION TIME. Rows for Date 1, Date 2, Date 3.

List Equipment Being Used

Storyline

ALL FILMING AND PHOTOGRAPHY PERMITS REQUIRE A CERTIFICATE OF LIABILITY INSURANCE. THE CERTIFICATE MUST NAME THE DEPARTMENT OF CONSERVATION AND RECREATION AS ADDITIONALLY INSURED FOR THE DATE AND LOCATION OF YOUR EVENT. YOUR CERTIFICATE DOES NOT HAVE TO BE SENT WITH THIS APPLICATION, BUT MUST BE SUBMITTED PRIOR TO YOUR PERMIT BEING ISSUED.

Event Date: \_\_\_\_\_ Film Title: \_\_\_\_\_ Co / Org: \_\_\_\_\_

**DESCRIBE YOUR FILMING IN DETAIL. ATTACH SITE UP MAPS (INCULDING CAMERA POSISTIONS AND FILMING DESCRIPTIONS), ROAD AND LANE CLOSURE PLAN, ETC.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate whether the following items pertain to your event:

**VEHICLE INFORMATION:**

Commercial: Yes \_\_\_\_\_ No \_\_\_\_\_ Location(s) \_\_\_\_\_  
\_\_\_\_\_  
Vehicle Use \_\_\_\_\_  
\_\_\_\_\_

Where Will The Vehicles Be Parked? \_\_\_\_\_

**ELECTRICITY / POWER:**

Does Your Filming Require Electricty/Power? If yes - what is the source? \_\_\_\_\_

**ROAD / LANE CLOSURE:\*\***

Road Closure: Yes \_\_\_\_\_ No \_\_\_\_\_ Location(s) \_\_\_\_\_  
Lane Closure: Yes \_\_\_\_\_ No \_\_\_\_\_ Location(s) \_\_\_\_\_  
\_\_\_\_\_

**\*\* There Will Be A Fee Associated With These Closures**

**INSURANCE INFORMATION:**

All Filming And Photoshoot Permits Require A Certificate Of Liability Insurance. (See Page 1)

Please read and understand the following Cancellation Policy: To cancel the event either before or after the permit is issued, you must notify this office in writing at least two business days (48 hours) prior to the event. If an event needs to be cancelled and it is less than two business days prior to the event, the permittee will be responsible for contacting the State Police, Central Services, and the Recreation Staff. The telephone numbers will be provided on your permit.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_  
(applications will not be processed without a signature)