2015 SPECIAL USE PERMIT
PHOTOGRAPHY
APPLICATION INSTRUCTIONS

1. Complete ALL fields on the special use permit photography application and sign the bottom of the second page. Attach any additional information relevant to your photography shoot.

2. Liability Insurance is required. A Certificate of Liability Insurance must be submitted to the DCR with a minimum amount of 1 million dollars ($1,000,000). The certificate must name The Commonwealth of Massachusetts, Department of Conservation and Recreation as additional insured for the date and location of your photography shoot.

3. Return completed special use permit photography application with check or money order in the amount of $45.00 made payable to the Commonwealth of Massachusetts/DCR. Credit cards and cash are not accepted.

   Applications should be mailed to:
   The Department of Conservation and Recreation
   Attention: Joseph M. Rotondo
   251 Causeway Street, 9th Floor
   Boston, MA 02114

4. Upon receipt of your completed special use permit photography application and fee, your application and information will be reviewed by all appropriate parties including, site supervisor, park rangers, State Police etc. If your photography shoot requires any DCR staff, equipment or services, you will receive an invoice which must be paid prior to your photography shoot.

5. Photography Credits should read: “Massachusetts Department of Conservation and Recreation”.

   Important Information
   - Alcohol cannot be consumed, or given away on DCR property. 302 Code of Massachusetts Regulations 12.04- Alcoholic Beverages Prohibited without authorization.
   - Setting up of tents/staging, scaffolding, certain inflatable items will require approval from the Massachusetts Department of Public Safety.
   - DCR Film coordinator, Joseph M. Rotondo. Email: joe.rotondo@state.ma.us
**SPECIAL USE PERMIT PHOTOGRAPHY APPLICATION**

<table>
<thead>
<tr>
<th>Event Date(s):</th>
<th>PERMIT #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHECK #</td>
</tr>
</tbody>
</table>

**Film Title:**

**Co. / Organization Name:**

**Applicant Name:**

<table>
<thead>
<tr>
<th>Address:</th>
<th>City/State/Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Phone #:</td>
<td>Evening Phone #:</td>
</tr>
<tr>
<td>Fax #:</td>
<td>Cell Phone #:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Production Website:</td>
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</tbody>
</table>

**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)**

<table>
<thead>
<tr>
<th>TV Movie</th>
<th>Documentary</th>
<th>Commercial</th>
<th>Student</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE(S)</th>
<th>STARTING TIME</th>
<th>COMPLETION TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date 1:</td>
<td></td>
<td></td>
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<tr>
<td>Date 2:</td>
<td></td>
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<tr>
<td>Date 3:</td>
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</tbody>
</table>

**List Equipment Being Used**

**Storyline**

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**ALL FILMING AND PHOTOGRAPHY PERMITS REQUIRE A CERTIFICATE OF LIABILITY INSURANCE.**

THE CERTIFICATE MUST NAME THE COMMONWEALTH OF MASSACHUSETTS, 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: ____________________________________________________________________________

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 Electricity/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

Permittee accepts complete liability and responsibility for Permittee's use of the property and its actions and the actions of its members, guests, invitees, agents and employees upon the site, and an agreement that the Permittee will indemnify, defend and hold harmless the Department against any and all claims that may arise.

__________________________________________  ______________
SIGNATURE OF APPLICANT DATE
(applications will not be processed without a signature)