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”.

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**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
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

SPECIAL USE PERMIT PHOTOGRAPHY
APPLICATION

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       Other
Movie    Commercial        Other

DATE(S)   STARTING TIME   COMPLETION TIME
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 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.
DESCRIBE YOUR FILMING IN DETAIL. ATTACH SITE UP MAPPs (INCLUDING CAMERA POSITIONS AND FILMING DESCRIPTIONS), ROAD AND LANE CLOSURE PLAN, ETC.

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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)