



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.
<http://www.mass.gov/eopss/docs/dps/appl/form-bbrs-state-building-permit-04-09-2011.pdf>
- ❖ 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

for office use only:

PERMIT #

CHECK #

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 _____

	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.

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**

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

(applications will not be processed without a signature)

DATE