



## PHOTOGRAPHY PERMIT APPLICATION

### INSTRUCTIONS

- This application is for general portrait photography (weddings, engagement, family portraits, holiday photos, still photography, etc.).
- Allow five (5) business days for processing from date of application submittal.
- All Applicant requirements are due at time of submittal and/or renewal.
- Fees charged are subject to change or adjustment. At the time the Application is submitted, the Applicant shall submit the entire fee, plus applicable sales tax. Fees are non-refundable. Fees plus sales tax shall be made by credit card, cash, money order or check, payable to Palm Beach County Board of County Commissioners.

**Submit completed application to:**

Palm Beach County Parks and Recreation Department  
 OR email: [ParksPhoto@pbcgov.org](mailto:ParksPhoto@pbcgov.org)  
 C/O Photography Permit Application  
 2700 6<sup>th</sup> Avenue South, Lake Worth, FL 33461

*\*\*Commercial Photography Permits (Projects involving commercial or stock photography (such as photos taken for advertising, publications, catalog shoots, commercials, professional videos, etc.) are not covered under this permit and must be requested through the [Palm Beach County Film Commission](#) at (561) 233-1000.*

### FEES

**Daily Permit: \$50 plus tax.**

A one-time photography session for up to three (3) hours per day at one park location.

**Annual Permit: \$150 plus tax.**

The annual permit allows for multiple day sessions at multiple parks with multiple clients for one calendar year starting from January 1<sup>st</sup>. Annual Permit fees will not be prorated. The annual permit covers only one photographer. A business with multiple photographers shooting different clients concurrently requires a permit for each photographer. Sessions for annual permits cannot exceed three (3) hours per day per park.

**Please Note:** Additional fees may be required for special requests including but not limited to, extended use of park(s) or requests involving the use of large props or live animals. Please contact the Department at [ParksPhoto@pbcgov.org](mailto:ParksPhoto@pbcgov.org) for more information.

### SCHEDULING YOUR VISIT

**Daily Permit:** All photography sessions must be reserved at least five (5) business days in advance of the scheduled photography session in order to confirm availability of the location being requested. To schedule a session, please e-mail the Department at [ParksPhoto@pbcgov.org](mailto:ParksPhoto@pbcgov.org) and include a copy of your approved permit, date, time, and requested location. You must have your permit with you at all times while on park property.

**Annual Permit:** While Annual Permit holders will pay once per calendar year for unlimited visits to the parks during that year, there is still a requirement to contact the Park Coordinator at Riverbend Park each time for scheduling permission. You must have your permit with you at all times while on park property.

**Riverbend Park Requests:**

Regardless of the permit type, **ALL** photography sessions at Riverbend Park must be scheduled in advance with the Park Coordinator. Please include a copy of your approved permit along with the date/time and requested location at Riverbend Park.

Riverbend Park  
 9060 Indiantown Road  
 Jupiter, FL 33478  
 Phone: (561) 746-6489 Fax: (561) 575-0451  
[riverbendpark@pbcgov.org](mailto:riverbendpark@pbcgov.org)



## APPLICANT INFORMATION

Photography Permit Type:	<input type="checkbox"/> Annual <input type="checkbox"/> Daily <i>(Complete Daily Permit Section Below)</i>		
Legal Business Name:			
Doing Business as (DBA):			
Business Address:			
Business City, State, Zip:			
Contact Name:			
Business Phone:		Cell Phone:	
Email:			
Business Website:			
Purpose:			

## DAILY PERMIT: ADDITIONAL INFORMATION

Date Requested:		Time Requested: (3 hour maximum)	
Park Requested:			
Area Requested:			
Estimated Attendance:			



**SECTION 1: APPLICANT REQUIREMENTS (Insurance, Licensing and Local Business Tax Receipt)**

Requirement(s)	
1.A.	<p>Applicant is responsible for ensuring they have met all federal, state and local requirements for operation of their business in the state of Florida and Palm Beach County. Applicants operating on County property are subject to review of pertinent licensing, certifications and inspection reports. Applicants found not to be meeting federal, state and local business requirements will have their permit status suspended until such time they can show to be in compliance.</p>
1.B.	<p><b>INSURANCE:</b> Applicants must supply and maintain with the Department a copy of their current Certificate of Insurance. Applicants will not be permitted to operate on county property with expired, suspended or cancelled certificates of insurance.</p> <p>The certificate of insurance must show the following minimum requirements:</p> <ul style="list-style-type: none"> <li>- \$1,000,000 - Commercial General Liability, each occurrence           <ul style="list-style-type: none"> <li>• \$50,000 - Damage to Rented Premises, each occurrence</li> <li>• \$1,000,000 - Personal &amp; ADV Injury</li> <li>• \$1,000,000 - General Aggregate</li> <li>• \$1,000,000 - Product Liability (if applicable)</li> </ul> </li> <li>- \$500,000 automobile liability coverage (if applicable)           <ul style="list-style-type: none"> <li>• Where the vehicle and/or trailer are used as a photography prop</li> </ul> </li> <li>- Certificate signed by an authorized agent of the insurance company.</li> <li>- When applicable, endorsements from the insurance company's authorized representative identifying the types of insured under the policy.</li> <li>- <i>Certificate Holder</i> shall read:           <p style="margin-left: 40px;"><b>Palm Beach County Board of County Commissioners C/O Palm Beach County Parks &amp; Recreation</b>  <b>2700 6<sup>th</sup> Avenue South, Lake Worth, FL 33461</b></p> </li> <li>- The certificate holder must be listed as <b><i>Additionally Insured</i></b></li> <li>- Additional coverages may be required, dependent on the services and products being offered.</li> <li>- Please provide a copy of your certificate of insurance in the "Acord" format.</li> </ul> <p><b><i>Florida Statute 440.055, any employer with four (4) or more employees must have Workers' Compensation insurance.</i></b></p>

**SECTION 2: PARK RULES**

Requirement(s)	
2.A.	<p>Photography sessions may not impede or otherwise negatively affect other park patrons access to or use of park amenities. Open greenspace, away from public or paid amenities and other high traffic locations should be utilized for photography sessions. Photography sessions at or in close proximity to park locations and facilities where there are public use or paid amenities are not covered under a photography permit, unless the photography session has been booked in conjunction with a Special Event Permit or Facility Rental Permit. This includes but is not limited to: Morikami Museum, golf courses, pools, waterparks/splash pads, heart or bike trails, amphitheaters, group picnic pavilions, Jim Brandon Equestrian Center, recreation centers, nature centers, and leased areas. Please note that requests to use public or paid amenities as part of a photography sessions will require additional permitting, which may include additional rental fees.</p>



<b>2.B.</b>	Applicant agrees to return the site space utilized, including areas of ingress and egress, to Palm Beach County Parks and Recreation Department in an “As Was” condition. Applicant shall be responsible for cost of repairs for damage to the site space caused by the Applicant, its sub- contractors, or participants before and during the permitted hours, and until fully vacated (including, but not limited to turf and vegetation, facilities, irrigation, electrical, water, etc.).
<b>2.C.</b>	Applicant is responsible for cleanup of all trash, garbage, and waste materials associated with its activity and shall reimburse the County for services required, including removal of trash, park repairs and/or any necessary staff time.
<b>2.D</b>	All vehicles must be parked in designated parking spaces. Vehicles are not permitted beyond the parking lot and equipment must be loaded and unloaded from a parking lot. Vehicles are not permitted on service roads.
<b>2.E</b>	Applicant shall not interrupt or interfere with other park activities, programs or Palm Beach County operations, or obstruct pedestrian or vehicular traffic.
<b>2.F</b>	The use of photographic images is limited to contracted participants only. The recording of images of employees, vehicles, or the general park population is prohibited.
<b>2.G</b>	The image, logo, and name of Palm Beach County and Palm Beach County Parks & Recreation Department are registered trademarks and may not be used without permission.
<b>2.H</b>	Applicant shall comply with all park rules, policies and all applicable Palm Beach County, State and federal rules and regulations related to the permitted use of the Park(s).
<b>2.I</b>	Applicant shall not impede the rights of the public and/or County Contracted Concessionaire(s) to use the Park(s).
<b>2.J</b>	No person shall conduct themselves in such a manner as to endanger bystanders or other park patrons.
<b>2.K</b>	Applicant shall not disturb sea turtles, sea turtle nests, sea turtle eggs, or hatchlings. Applicant shall not encroach upon any sea turtle nests, or insert any post, stay, spike, anchor, or any other item that could potentially harm sea turtle nests, into the sand during turtle season, from March 1st through November 1st of each year.
<b>2.L</b>	Photography shall be permitted to take place only during the Parks’ regularly scheduled operating hours. No activities are permitted after sunset or before sunrise without prior written notification and approval of the Parks and Recreation Department Director.
<b>2.M</b>	The use of drugs or alcoholic beverages on the premises is prohibited at all times. No person who is intoxicated or under the influence of drugs or alcohol is permitted to be on the Park(s) premises.
<b>2.N</b>	All noise, music, and sounds must be kept to an acceptable level that does not jeopardize the public’s health, welfare or safety, or degrade the quality of life of park users, park wildlife and the community.
<b>2.O</b>	The Department reserves the right to prohibit or limit the area utilized based on location (i.e., space at pavilions, special event areas, park, etc.).
<b>2.P</b>	Applicant acknowledges that staking is not permitted. Any damages or costs associated with unauthorized staking will be the responsibility of the Applicant and may result in revocation of Applicant’s permit.
<b>2.Q</b>	Recreational or hobby use of drones/unmanned aircraft are not allowed in County operated Parks except in designated areas approved by the Director of the Parks & Recreation Department. Commercial drone photography requires a permit per County Code, Chapter 21.
<b>2.R</b>	No personal property, signs or other items may be fastened to plantings, furnishings or structures in the park. No person shall injure, deface, destroy, disturb, or remove any part of a park, including but not limited to any building, sign, equipment, or natural feature such as any tree, plant, flower, or rock.
<b>2.S</b>	No person shall distribute, display or affix any printed materials or advertisements to or within any Park(s) property.

