



Still Portrait Photography Permit

Instructions *The photographer must complete and submit this application. A client cannot submit it on a photographer's behalf.*

Apply for a permit at least five business days in advance one of three ways.

- Bring this completed form to Visitor Services at 35580 Naperville Road in Wheaton Monday – Friday 8 a.m. – 4 p.m.
- Fax this completed form to 630-933-7217. (Add five to seven business days for processing.)
- Mail this completed form to Forest Preserve District of DuPage County, 35580 Naperville Road, Wheaton, IL 60189. (Add five to seven business days for processing.)

You must provide a certificate of insurance that remains current for the duration of your still portrait photography permit and has 1) your name (the photographer) as the insured, 2) \$1,000,000 in liability coverage for each occurrence, 3) a \$2,000,000 general aggregate limit, and 4) the Forest Preserve District of DuPage County, 35580 Naperville Road, Wheaton, IL 60189 as the certificate holder and as an additional insured with the location and purpose listed under the description of operations.

If you receive an annual permit, you must notify Visitor Services of all photo shoots at least five business days in advance.

Have questions? Call Visitor Services at 630-933-7248.

Office Use Only

Permit #

Fee \$

By

Date

Photographer's Information *If you're applying for an annual permit, you need to include a headshot for your permit ID.*

Photographer's Name

Street Address

Apt./Unit #

City

State

Zip

Email

Tax ID Number

Studio or Agency

Are you a DuPage resident or is your studio or agency office in DuPage? ☐ Yes ☐ No

Business Phone Number

Cell Phone Number

Fax Number

Insurance Company

Phone Number

Policy Number

Exp. Date

One-Time Permit Details *You cannot apply for a daily permit more than 60 days before a photo shoot, and you must notify Visitor Services if you change any details after your permit's approved.*

Which forest preserve will you be shooting at?

Client's Name

Date

Arrival Time

Departure Time

Number of Subjects

Shoot Description *include all special requirements*

Equipment Description *include all props*



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Fees *Fees are nonrefundable (even for cancellations due to weather), and permits are nontransferable. You can change a daily permit one time up to one week in advance for a \$5 fee. There's a \$5 fee to replace a lost or stolen annual permit.*

DuPage County resident or studio or agency office in DuPage Annual permit (valid Jan. – Dec.) \$200 One-time permit (max. three hours) \$55

All other photographers Annual permit (valid Jan. – Dec.) \$250 One-time permit (max. three hours) \$75

There may be additional fees for special requests such as permission to use oversized props, to drive to sites other than designated parking areas, or to hold photo shoots at certain locations.

Payment Information

Once the Forest Preserve District receives your application, a representative from Visitor Services will contact you within three business days to arrange for payment and verification of your certificate of insurance. **You will not receive a permit until we receive both.**

Rules and Regulations and Waiver

Please read this information carefully. It includes releases of liability and waiver of legal rights and deprives you of the ability to sue certain parties. By checking the boxes and providing your name and the date, you acknowledge you've read and understood all of the text.

Rules and Regulations

For everyone's safety and enjoyment, you must follow these rules and regulations, which the Forest Preserve District may change at any time.

- Carry and display your permit during any for-profit photo shoot, and present it to a Forest Preserve District agent for inspection if requested.
- Ensure your certificate of insurance remains current for the duration of your still portrait photography permit.
- **If you have an annual permit, notify Visitor Services of all photo shoots at least five business days in advance.**
- Hold photo shoots only during regular forest preserve hours (one hour after sunrise until one hour after sunset), and make sure they do not last more than three hours. The Forest Preserve District may prohibit a shoot if you do not provide additional requested information or if the shoot might conflict with previously scheduled activities, damage property, affect other forest preserve visitors, or use restricted areas.
- The Forest Preserve District may restrict the number of people in a shoot or the use of models, sets or props. Props are especially restricted at Danada Equestrian Center, Fullersburg Woods Nature Education Center, Kline Creek Farm, Mayslake Peabody Estate and Willowbrook Wildlife Center. Alcoholic beverages are always prohibited.
- Park only in designated areas. Do not block trails, roads or parking lots or prevent other forest preserve visitors from accessing any areas. Your permit does not grant you exclusive use of an area.
- Do not disrupt Forest Preserve District employees or ask them to deviate from their normal duties to accommodate your shoot.
- Only photograph contracted participants; do not photograph other forest preserve visitors or Forest Preserve District employees or vehicles.
- Do not solicit, advertise or collect fees on Forest Preserve District property.

By checking the box below I agree to abide by these rules and regulations as well as all Forest Preserve District ordinances and administrative orders and state statutes. I understand that the Forest Preserve District may fine me or revoke my permit without refunding my permit fee if I supply false information on this application or fail to comply with any rules, regulations, ordinances, orders or statutes.

☐ **I have read and agree to the still portrait photography rules and regulations.**

Printed Name

Date

Waiver

I hereby fully waive and release the "Releasee" Forest Preserve District of DuPage County, from any and all claims for personal injury, monetary loss, property damage, or death that may result from my participation. I hereby voluntarily, at my own risk, agree to the Waiver and Assumption of Risk in sole consideration of being permitted to use the Forest Preserve District of DuPage County facilities/property or services offered. Agreement to this Waiver and Assumption of Risk, I fully assume the dangers and risks, and agree to use my best judgment while engaging in those activities. I further agree to indemnify and hold harmless the Releasee, its employees, agents, officers, from and against any and all liability incurred as a result of or in any manner related to my participation in the activities or services offered.

☐ **I have read and agree to the waiver.**

Printed Name

Date