



# Manhattan Park District

## Baker/Koren Round Barn Farm Park

### **Photography/Videography Permit & Guidelines:**

Manhattan Park District's facilities and grounds, offer a beautiful backdrop for pictures/videos as well as a special place for many programs, events, and passive recreational activities.

To maximize the enjoyment and use by all of our guests, our photography policy requires permission for all photography/videography conducted by a commercial photographer.

**Commercial Photographer:** Any agent, employee, or owner of a photography business, freelance, or hobby photographer, who uses Round Barn Farm grounds or facilities for portrait settings of individuals, groups, commercials, training films, movies, documentaries, or advertisements. Also, anyone who intends to use the images in any manner in which they will be offered for sale is considered a commercial photographer. If you fit this definition, you will need to apply for a permit.

We encourage hobby photography of the grounds (landscape, plants, animals), and permits for grounds photos are not required. News related events may be filmed or video recorded by the media without payment of fees or advance permit application providing the photographer(s) comply with the following site use rules and regulations.

Photography sessions are not permitted during special events.

A permit badge will be given and is to be with the permit holder during the photo session, as staff may ask to review this at any time.

All parking for Round Barn Farm is in the designated parking areas only. There are two such areas. The first is our main lot which is immediate as you enter. The second is our remote lot located east of the property by playground.

All preservation areas and buildings are prohibited from entering the grounds or parking in any other area, unless prior arrangements have been made with the district. On occasion, the property is closed for maintenance and functions. No exceptions will be made for photographers or their clients.

### **Site Use Rules & Regulations:**

Please be respectful of the property and other guests at all times.

Photographers or clients/models may not be in restricted areas.

Plants, decorations, plant markers, rocks, water features, and furniture can be included in pictures but must not be moved.

Do not ask staff/volunteers to stop work or move equipment/tools.

Other guests on the property, existing programs, and rental space users must not be approached and asked to relocate their activity.

All pathways must remain accessible to all visitors at all times.

The road to the park and its driveways cannot be blocked at any time.

The permit holder is responsible for any damage to the facilities and grounds.

Access to the buildings is not allowed and as such there are no facilities for clothing changes guaranteed.

Fees are non-refundable.

**Important Note:** This property is owned by the Manhattan Park District and is open to the public for enjoyment, but those not respecting the facilities, grounds, staff, and volunteers will be asked to leave the property if necessary.

Projects will be approved on a case-by-case basis, and the District reserves the right to refuse any project and to refuse admittance for photography and/or to change its Photo Policy without advance notice.

Effective 11/1/2015

All proceeds from the permits are used to support the maintenance, programming, and preservation of the Round Barn Farm.

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\_\_\_\_\_ Yearly Permit \_\_\_\_\_ Daily Permit

Intended use of Photo(s): \_\_\_\_\_

Special use of property: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested (To/From) \_\_\_\_\_

Photography Business Name (if applicable): \_\_\_\_\_

Business ID # \_\_\_\_\_ In District \_\_\_\_\_ Out of District \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's  
Name \_\_\_\_\_

Email Address: \_\_\_\_\_

Amount Due: \_\_\_\_\_ (In District: Daily \$ 20.00 Yearly \$ 250.00 Out of District: Daily \$40.00 Yearly \$500.00 )

By signing this application, you and your client(s) have agreed to follow all Manhattan Park District photography/videography site use rules and regulations. Furthermore, you agree to compensate for damage, loss or expenses that occur, hold harmless and defend the Manhattan Park District and its officers, agents, employees, and volunteers from any and all claims resulting from injuries, damages and/or losses sustained by yourself or your client as a result of the use of the Baker/Koren Round Barn Farm Park facility(s) and its adjoining property.

I have read the policy and agree to be bound by it.

Today's Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Once your application has been approved and processed you will receive an emailed confirmation.

Fax: 815-478-3428; Mail: 397 South State Street, Manhattan IL. 60442

If you have questions, please phone the Manhattan Park District 815-478-3324 x207 or email [lshawver@manhattanparks.org](mailto:lshawver@manhattanparks.org)

Payment Information: Credit Card Number \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVS Number: \_\_\_\_\_

Please submit your completed application here