



## COUNTY OF GREENVILLE FILMING AND PHOTOGRAPHY PERMIT APPLICATION

NAME OF PROJECT REPRESENTATIVE:	
PROJECT NAME:	
PRODUCTION COMPANY:	
MAILING ADDRESS:	
CITY / STATE / ZIP:	
WORK PHONE:	CELL:
EMAIL:	

- Portrait Shoot – requires 24 hour notification
- Commercial Photography Shoot – requires 72 hour notification
- Film/Video Shoot – requires 7 day notification

Portrait shoots cannot be booked more than one month out and are subject to change with advance notification. Reservation is for the date and location listed below. In the event your photography shoot is rained out, you must call the County of Greenville's Public Works Office (864-467-7016) the first working day after your scheduled date. The shoot will be re-scheduled for the next available time.

<b>HOURS OF ACTIVITY</b> (Please include set-up and break-down time)		
Film Date:	Start Time:	End Time:

<b>TYPE OF ACTIVITY</b> (check one)
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- |  |  |
|--|--|
| <input type="checkbox"/> Still Photography<br><input type="checkbox"/> Feature Film<br><input type="checkbox"/> Commercial | <input type="checkbox"/> Public Service Announcement<br><input type="checkbox"/> Television Program<br><input type="checkbox"/> Music Video <input type="checkbox"/> Other _____ |
|--|--|

Size of crew:	<input type="checkbox"/> 0-5	<input type="checkbox"/> 5-10	<input type="checkbox"/> 10+	
Number of Production Vehicles:	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> ( )

<b>REQUESTED LOCATION</b> _____
<b>(Please provide map showing actual location)</b>

- Road Closure (please complete Application for Encroachment Permit for Community Events)
- Reserved Parking (\_\_\_\_\_ spots), location (\_\_\_\_\_)
- Access for Vehicles on Event Site

**INSURANCE REQUIREMENTS**

**Applicants for Commercial Photography Shoot Permit are required to submit a "Certificate of Insurance" in the amount of \$600,000 worth of General Liability coverage that names the County of Greenville as an additional insured for the date(s) of the photography shoot.** The County of Greenville does not sell insurance. However, this type of insurance policy can be acquired from most types of private insurance carriers.

**YOUR PERMIT WILL NOT BE ISSUED IF THE CERTIFICATE OF INSURANCE HAS NOT BEEN RECEIVED.**

**Hold Harmless Clause:**

The undersigned hereby makes application to the County of Greenville for the use of a County public space and certifies that the information given in this application is correct. The undersigned further states the he/she has the authority to make this application for the Organization and agrees that the applicant agrees to exercise utmost care in the use of the County's property; the applicant further agrees to reimburse the County of Greenville for any damages arising from the applicant's use of the property.

The applicant hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the County harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, or injuries directly, or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents, employees.

My signature below acknowledges that I have read and understand the above terms and conditions.

Signed:

\_\_\_\_\_  
Name of Representative

\_\_\_\_\_  
Date

**1. Portrait Shoot:** A professional photographer and subject (ex: wedding portrait, family portraits). The purchased picture is not intended for commercial use. Portrait Shoots will last less than two hours and may occur any day of the week and or weekend.

A Portrait Shoot does not give the permit holder the right to make an area of the public space exclusive for their use only. It should be anticipated that other public space users will be walking by and through major areas of the space, causing minor interruptions. Appropriate signage asking public space users to not interfere with the photo shoot can be posted. Roads, sidewalks, or trails can not be blocked during or before any Portrait Shoot.

**2. Commercial Photography Shoot (CPS):** A professional photographer with a staff, model, and or product. The CPS requires set up and tear down time, the reservation of a specific site on public property and County staff time to facilitate the shoot.

A CPS does not give the permit holder the right to make an area of the public space exclusive for their use only. It should be anticipated that other park users will be walking by and through major areas of the park, causing minor interruptions. Appropriate signage asking public space users to not interfere with the CPS can be posted. Roads, sidewalks, or trails cannot be blocked during or before any CPS.

**3. Film Activity:** A professional filming production company with staff, product, model or reenactment. The activity requires set up and tear down and the reservation and/or closure of a county right of way (road, grass areas, sidewalks etc.). The filming activity requiring a road closure further requires the approval and completion of an application for Encroachment Permit for Community events. All permits are subject to approval by the Public Works Department. The permit must be received 7 working days before the event. The applicant is responsible for providing all necessary safety measures as specified within the permit and insurance as listed above.

**RETURN APPLICATION:  
County of Greenville  
Department of Public Works  
301 University Ridge, Suite 3800  
Greenville, SC 29601  
Phone 864-467-7016  
Fax 864-467-7161**