



Photo Pass Request Form

Name: _____ Address: _____ Email: _____ Phone: _____	STAFF USE ONLY APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No Issued Permit Number: _____ Date: _____ Staff Initials: _____
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<input type="checkbox"/> Yes <input type="checkbox"/> No I have read THPRD Photo Pass Conditions of Use <input type="checkbox"/> Yes <input type="checkbox"/> No I agree to the Release and Indemnity Agreement <input type="checkbox"/> Yes <input type="checkbox"/> No I am providing the Certificate of Liability Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No I am providing payment for the THPRD Photo Pass
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** Please note: The THPRD Photo Pass does not specifically cover drone photography. Please reach out directly to k.madsen@thprd.org for additional information for drone photography on THPRD property.*

Release and Indemnity Agreement
In consideration of this permit issued by Tualatin Hills Park & Recreation District (THPRD) for the purpose of photographing in the public areas - the applicant, sponsor, legal representatives and assigns, shall defend, indemnify and hold harmless THPRD, its officers, elected officials, volunteers, agents and employees against all liability loss or expenses, including attorney fees, and against all claims or actions based upon or arising out of damage or injury (including death) to persons, animals or property caused by any negligence on the part of the applicant, sponsor, its agents or employees. The applicant/permit holder must provide and maintain liability insurance in the amount of not less than \$1,000,000 combined single limit for injury or death to more than one person in any one occurrence, property damage including loss of use, and \$2,000,000 general aggregate coverage. A certificate of insurance and additional insured endorsement naming Tualatin Hills Park & Recreation District, its officers, agents, employees and volunteers as an additional insured must be received prior to issuance of the permit.

Conditions of Use
Commercial photography THPRD Photo Pass permits are issued to ONE individual for the express purpose of Still Portrait Photography or Videography in any Tualatin Hills Park & Recreation District park and open space.

The Photo Pass permit is intended for shooting pictures or video of a noncommercial Client by a Photographer or Videographer. With this Pass, the Photographer/Videographer is shooting pictures and or video of the client only.

Example: A Photographer is contracted by a couple to take their wedding photos in a park following their church wedding, park wedding or park reception; or, a Photographer is contracted by parents who want their family pictures taken in a park.

A THPRD Photo Pass permit does not allow third party commercial activity.

Example: Advertising or marketing photo shoots where a company contracts with an outside photographer or uses its in-house photographer to shoot advertising stills that will be used for sale or promotion of a product, models or talent.

Third party commercial activity is covered under THPRD Filming Permit and must be issued prior to the event and on a per occurrence basis and charged at set fee rates.

Limitations and guidelines for use of the THPRD Photo Pass

- One Photo Pass per Photographer/Videographer. Photographers must carry pass with them and be prepared to display pass if asked by staff when on THPRD property.
- A Photo Pass limits the number of participants in the shoot to 20. Groups of more than 20 require contact with the Community Programs Manager to determine impact to other programmed activities.
- Photo Pass permit is nonrefundable, non-transferable.
- Photo Pass expires one year from the date issued.
- The Photo Pass holder is subject to all provisions of Parks Rules and Regulations.
- Photo Pass permit requires Liability Insurance coverage in the amount of \$1M, \$2M aggregate and an Additional Insured Endorsement naming Tualatin Hills Park & Recreation District that covers the full year(s).
- Photo Pass permit provides access to all outdoor park facilities that are not currently permitted for use. Photographers must yield any THPRD space, facility or location that is previously reserved to any valid THPRD permit holder.
- Photo Pass holders must yield to other park users and may not exclude other park visitors from using a space.
- Photo Pass permit does not reserve park facilities or locations, or waive other permits or rental requirements.
- Photo Pass does not allow for any interference with prescheduled maintenance work or scheduled programs/events in any THPRD park or open space.
- Photo Pass holders and their clients must remain on established trails and public spaces.

THPRD Photo Pass permits cost **\$150** per year for Tualatin Hills Park & Recreation District residents and **\$187.50** per year for Out-of-District residents. Resident criteria are defined as:

- An individual who rents or owns property inside the THPRD boundaries.
- An individual who owns a business inside the THPRD boundaries.

Tax receipts or utility bills may be used as proof of residence and must be provided prior to issuance of the THPRD Photo Pass.

I acknowledge I have read the Photo Pass Conditions of Use and the provisions of Parks Rules and Regulations, and agree to comply with all the rules set forth. Failure to comply with the rules set forth may lead to cancellation of the Photo Pass permit.

Applicant signature: _____ **Date:** _____

Return application with payment & insurance certificate to:
THPRD Community Programs, 15707 SW Walker Rd., Beaverton, OR 97006
Questions? Contact Karin Madsen at k.madsen@thprd.org or 503-645-6433.