



**Katie Hobbs**  
Governor

# ARIZONA STATE PARKS & TRAILS

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Executive Director



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## Photography/Filming Permit Application

### What requires a personal photography permit?

A permit application must be approved by Arizona State Parks and Trails to use or reserve any location in the parks to take photographs. A personal photography permit applies to each of the following:

- Wedding and engagement photos;
- Family portraits;
- School or graduation pictures, homecoming or prom pictures, modeling portfolios; or
- Any other posed photography session that uses a park location as a backdrop for pictures and/or that require special attire.

### What requires a commercial photography permit?

A commercial photography/filming permit application must be approved by Arizona State Parks and Trails to reserve at any time any location within the parks to take professional photographs related to each of the following:

- Advertising and art;
- Fashion and glamour photography;
- Editorial photography;
- Photojournalism; or
- Any other photography session in which the final images may be used in the stream of commerce.

### Certificate of Insurance (COI):

All commercial photography/filming permits are required to submit a "Certificate of Insurance" in the amount of \$1 million of general liability coverage naming Arizona State Parks and Trails as an additional named insured. Arizona State Parks and Trails must be listed as the Certificate Holder with the address listed as 1110 W. Washington Street, Suite 100, Phoenix, Arizona, 85007. The permit applicant must provide the COI. A commercial photography permit will not be issued if the required COI is not submitted.

### Submission:

Submit the completed photography/filming permit application to the Arizona State Parks and Trails office for review and approval. Applications can be submitted by email to [pio@azstateparks.gov](mailto:pio@azstateparks.gov) or by mail or in person at 1110 W. Washington Street, Suite 100, Phoenix, Arizona 85007. Submittal of a photography/film permit application does not automatically grant you a permit.

**Fees:**

- Through an agreement with the Arizona Film Commission, permit fees for all commercial filming are waived at Arizona State Parks and Trails. Entrance fees and special use fees may still be assessed.
- Commercial film/photography: up to \$300 per day.
- There may be additional hourly fees for any usage outside of normal park operating hours.
- Drone usage fee: up to \$50
- Trash collection, cleanup or damages: up to \$150/hour, plus materials.

**Payment methods:**

Fees must be paid a minimum of seven days prior to the date of usage. Acceptable payment methods are as follows:

- Cash
- Credit card – Mastercard or Visa only

**Cancellation policy:**

Permits are non-transferable and no refunds will be made. In case of inclement weather, a credit may be issued and a new date will be honored based on availability of the park.

**Photography/Filming rules and regulations:**

All participants and guests must follow the park rules established by Arizona State Parks and Trails.

**Amenities:**

Canopies, chairs, portable restrooms, sound systems, stages, tables, tents and other equipment is not provided by Arizona State Parks and Trails. Arizona State Parks and Trails does not provide or have a list of preferred vendors and applicants are free to work with vendors of their choice.

**Amplified sound:**

Any amplified sound must be approved by the park manager. Amplified sound cannot be played during quiet hours, including sound checks.

**Cleanup and damages:**

- Permit holder is responsible for the collection and removal of all event-related garbage and litter from the site and surrounding areas. All garbage collection and removal must be to the satisfaction of Arizona State Parks and Trails. Permit holder will be billed for any additional cleanup and/or damage to park property.
- Permit holder is responsible for any actual documented physical damage to the premises caused by the event, employees, agents, representatives and guests. Within five days of the conclusion of the event, premises must be restored to the satisfaction of the park manager.
- *Any additional cleanup will be billed at \$150/hour for trash collection and damages, plus materials.*

**Drones:**

Drone use is prohibited in parks and may be granted a waiver in special circumstances by the park manager and Arizona State Parks and Trails. Drone and drone pilot must be in compliance with all

Federal, State and Local licenses and provide documentation on request. Drone pilot must fly drone with public safety as the highest priority. *Special drone use fees may apply.*

**Indemnification:**

The permit holder agrees at all times during the existence of this permit to indemnify Arizona State Parks and Trails for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, including workers' compensation claims, which arise out of or are in any manner connected to this permit, based on any injury, damage or loss being caused by any wrongful, intentional, or negligent acts or omissions of the permit holder, its agents or employees. Permit holder shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action.

**Permits:**

Permits are not assignable and not transferable. Permit must be present and on-site for inspection.

**Photographs/film:**

Under no conditions and at no time may a photograph taken at any Arizona state park be used to infer endorsement of a product, person or service by Arizona State Parks and Trails or any of its employees.

**Public access:**

Public access cannot be restricted or impeded at any time without prior approval from the park manager.

**Termination:**

- Arizona State Parks and Trails, in its sole discretion, may grant, deny, revoke or suspend any permit, at any time and for any reason. Cancellation of a permit for cause will result in forfeiture of all fees. "For cause" is if the terms of the application or any license or other code or ordinance is violated or if the event organizer makes any misrepresentation or when public safety is threatened. Cancellation may also occur if payment has not been received by the established due date and event organizer has not contacted the park requesting an extension of their due date.
- The permit is subject to all local state laws and county ordinances in addition to all rules and regulations governing parks and can be terminated at any time at the sole discretion of local law enforcement authorities when public safety is threatened. Excessive noise generated by filming/photography may be considered a threat to public safety.

**Vehicles:**

Vehicles are prohibited from driving on any area off-road or away from the parking lot. Contact the park manager regarding any special parking needs or vehicular access.

## Commercial Filming and Photography Permit Application

Applicant:	Company:
ID required at gate	Tax ID:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone:	Telephone:
Cell phone:	Cell phone:
Fax:	Fax:
E-mail:	E-mail:
Project name:	Producer:
Location manager:	Photographer:
Telephone:	Director:
Cell phone:	Insurance company:
E-mail:	

### TYPE OF PHOTOGRAPHY/FILMING:

**Commercial photography**

**Commercial filming**

**Other**

Description of photography/filming:

Will there be sound recording ☐ Yes ☐ No

Night work: ☐ No ☐ Yes

Date requested:	Expected attendance:
Start time (include setup):	End time (include teardown):
Park:	Location in park:
Type of equipment:	Type of props:

Are you requesting to use a drone? ☐ No ☐ Yes

Are you requesting to have amplified sound? ☐ No ☐ Yes

Are you requesting special vehicle access? ☐ No ☐ Yes

Describe vehicle request:

**LOCATION SCHEDULE:**

DATE	LOCATION	Start Time	End Time	Interior or Exterior	# of cast & crew*

**\*number in this column should include all individuals present at the location**

How will individuals with access to the site be identified? (Identification tags are recommended.)

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Electrical needs, explain \_\_\_\_\_ Generator: ☐ No ☐ Yes, size

Sanitation Needs: Trash disposal ☐ yes ☐ no

explain: \_\_\_\_\_

Restrooms: ☐ yes ☐ no

explain: \_\_\_\_\_

Lighting: ☐ None ☐ Reflectors only ☐ Yes (explain)

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Road Use: \_\_\_\_\_ Date/time: \_\_\_\_\_

☐ Closure requested

☐ Camera/Equipment on Road Shoulder ☐ Camera/Equipment on median ☐ Other

Potential off-road activities? ☐ yes ☐ no

**Type and Number of vehicles:**

Personal Cars \_\_\_\_\_ Large Trucks \_\_\_\_\_ Other Trucks \_\_\_\_\_ Vans \_\_\_\_\_ Motor homes \_\_\_\_\_  
Semi-Tractor Trailers \_\_\_\_\_ Camera Car \_\_\_\_\_ Picture Cars \_\_\_\_\_ Dressing Rooms \_\_\_\_\_

**Large or oversized vehicles may not be able to be accommodated or additional steps may need to be taken to ensure that no damage to park resource occurs.**

**List all vehicles to access park property (attach additional sheets if necessary):**

MAKE	MODEL	COLOR	STATE	LICENSE PLATE #

**CATERING INFORMATION:**

Catering Co. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

On-site Manager \_\_\_\_\_ Food License Information: \_\_\_\_\_

Equipment: \_\_\_\_\_

**SPECIAL ACTIVITIES:**

Children: ☐ None ☐ Yes # of Children \_\_\_\_\_ Age Range \_\_\_\_\_

Animals: ☐ None ☐ Yes (explain)

Trainer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Aircraft: ☐ No ☐ Yes (explain)

Special Effects: (identify)

Effects Technician Name: \_\_\_\_\_ Phone # \_\_\_\_\_

License # (if applicable) \_\_\_\_\_ Permit # (if applicable) \_\_\_\_\_

Any other unusual or hazardous activities? (explain)

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Are you familiar with or have you visited the requested area? ☐ Y ☐ N  
Have you obtained a permit from Arizona State Parks and Trails in the past? ☐ Y ☐ N  
(If yes, provide a list of permit dates and locations on a separate page.)  
Do you plan to advertise or issue a press release before the event? ☐ Y ☐ N

**ATTACH ADDITIONAL PAGES FOR INFORMATION NEEDED TO EVALUATE YOUR PERMIT REQUEST**  
**INCLUDING:** set construction, parking, sanitary facilities, crowd control, emergency medical plan, off-road activity, trail use, or use of any building and site clean-up. Include a proposed Site Plan(s).

I hereby state that the above information given is complete and correct, and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant/production company and the project described above.

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Company Name** \_\_\_\_\_

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Information provided in this application will be used to determine whether a permit will be issued. This completed application should be emailed to [pio@azstateparks.gov](mailto:pio@azstateparks.gov) as soon as possible.

If approved, the fee assignment for the proposed photo/video shoot will be due with the insurance paperwork **seven days** prior to the date of arrival or the shoot will not be allowed. Payments (Mastercard and Visa only) can be paid in person or over the phone directly with the park at which you will be working.