



**Bill Baggs Cape Florida State Park**  
1200 S. Crandon Boulevard, Key Biscayne, Florida 33149  
Phone: 305-361-8779 Fax: 305-365-0003  
Ranger Station: 305-361-5811

## **Photo/Film Shoot Permitting Requirements**

**The following requirements must have been met in order to have an approved permit:**

1. A signed permit by Park Management.
2. A (24) twenty-four hour notice to schedule the shoot must be given. Office business hours are Monday through Friday from 8:00am to 4:30pm; management may not be available at other times.
3. A certificate of insurance with a minimum of \$300,000 liability insurance listing Bill Baggs Cape Florida State Park under description of operations and Department of Environmental Protection /State of Florida Trustees of the Internal Improvement Trust Fund as certificate holder must be received prior to obtaining your permit.
4. A completely filled out permit application and Film/Photo Shoot Scope of Request signed by the permittee sent to the park office and approved by Park Management. The scope must be accurate as changes may not be approved.
5. A minimum of (1) one off duty uniformed Ranger must be available to supervise the shoot and depending on the scope of the shoot more than one will be required. The Ranger(s) is/are required to protect the Park resources, maintain visitor access and safety, and to make sure park rules and policies are followed. Damage to resources, blocking visitor access, and not following park rules and policies will cause the permit to be revoked. The off duty Ranger is not allowed to be used to guard or move equipment unless specifically requested and approved.
6. Please see the attached set of rules that apply to all shoots.

### **The following fees apply to the photo/film shoots:**

1. \$500 plus tax ~ Film fee from 8:00 am to sunset
2. \$1000 plus tax ~ After hours film fee
3. \$75 plus tax ~ Photo fee from 8:00am to sunset.
4. \$100 plus tax ~ for an after hours photo shoot.
5. \$30 per hour ~ with a three hour minimum for uniformed off duty Ranger. If the shoot is canceled, call the office by 5:00pm the day before in order to avoid paying the (3) Three hour minimum fee. This fee is paid directly to the off duty Ranger.
6. All applicable entrance fees must be paid.
7. Other fees may apply for special requests such as exclusive use of an area or overnight storage and security.



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## Photo/Film Shoot Scope of Request

Date \_\_\_\_\_

Start Time(s): \_\_\_\_\_ End Time(s): \_\_\_\_\_

Crew Size: \_\_\_\_\_ # of Vehicles: \_\_\_\_\_

Product: \_\_\_\_\_

Park Location(s): \_\_\_\_\_

Equipment/Props: \_\_\_\_\_

Special Requests/Other Information: \_\_\_\_\_

Anticipated Impact: \_\_\_\_\_

**Please note the following: The beach dunes (from vegetation line to the fence) are not accessible at any time. You may not have access to restricted areas or restrict visitor access except as noted and approved. All plants and wildlife are protected and may not be harmed, fed or disturbed in any way. In order to protect all park resources and visitors other restrictions may apply. Only Park Management has the authority to approve the scope and any changes.**

**I have read and understand all the rules and policies governing a Photo/Film Shoot. I understand that violating any rule or policy will cause the Photo/Film Shoot to be canceled.**

\_\_\_\_\_  
 Attests (permitte) Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Approval Signature

\_\_\_\_\_  
 Date

*Please attach any additional sheets if necessary.*

Office Use Only Fees	
Permit Fee _____	
Entrance Fees _____	
Off Duty Ranger _____	
Other _____	



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## Photo/Film Permit

On payment of the proper fees, the following named **Permittee** is authorized to photograph/film within the indicated Florida State Park. Permittee and accompanying individuals are subject to all park rules, policies, regulations and attachments.

Permittee: _____	_____	_____
Name of Representative	Company Name	Telephone Number(s)
_____	_____	_____
Address	City	State / Zip Code
_____	_____	
Name of Client	Product Advertised / Title of Production	

### CONDITIONS

<u>Bill Baggs Cape Florida State Park</u> Park for which Permit is issued	_____	_____
	Still Photographs / Commercial	TV Program / Motion Picture

This Permit is valid for \_\_\_\_\_ days shooting, between the dates of (month/day) \_\_\_\_\_ and (month/day) \_\_\_\_\_, 20\_\_\_\_. Permit is valid for after hour's use: Yes\_\_\_\_\_ No\_\_\_\_\_.

Photography is permitted without fee for all purposes in the park, except where park participation, resources, or facilities use is deemed necessary by the Park Manager, in which cases this Permit is necessary for photography in the park. During Park hours from 8:00am to Sunset, the permit fee is \$75.00 per day (plus tax), plus all applicable entrance fees. The after-hours permit fee is \$100.00 per day (plus tax), plus all applicable entrance fees. The after-hours fee includes normal, open hours on the same day for which the after-hours fee has been paid. When used for TV program and Motion Picture filming, permit fees will be negotiated in advance. Permit fees are payable on or before arrival at the Park. Permittee may elect to pay entrance fees each day when entering the Park.

To ensure appropriate coordination, Permittee must notify the Park in advance of the locations, times and any special arrangements for each planned use of this permit. The exact location, within the park, for photography or filming must satisfy the Park Manager. If agreement cannot be reached, the Park Manager may deny or revoke this Permit. Refunds will be prorated for days already used.

Park Management, at their discretion, may require the Permittee to hire an off duty ranger at the Permittee's expense to supervise the shoot.

Permittee will furnish documentation that commercial operation is covered by a current liability insurance policy with a minimum of \$300,000 combined single limit coverage, showing the Division and the Park as additionally insured, to be attached to the Park's copy of this form and incorporated by reference as exhibit B. Permittee assumes all risks in this operation and agrees to indemnify and hold harmless the State of Florida, its Officers and Employees from every claim, suit, loss, damage or injury arising out of any operations under this Permit.

_____	_____	_____
Permittee (Printed Name)	Signature	Date

_____	_____
Approval Signature	Date

## Photo/Film Shoot Rules

1. Vegetation other than mowed grass may not be damaged or disturbed.
2. When shooting on the beach, the sand dunes, which are defined by the line of signs and trash cans, may not be entered even if there is not any vegetation. All beach vegetation is protected.
3. There is no exclusive use of any area and visitor access may not be blocked at any time including on the beach.
4. Motorized equipment may not be operated off the roads, parking lots, or on the beach.
5. When using the light house compound access will be allowed on Tuesdays and Wednesdays or after 5:00 pm Thursdays through Mondays. Access to the interior of the Keepers Quarters or Kitchen is not allowed.
6. The seaweed on the beach may not be raked or otherwise removed.
7. If filming in the harbor or staging out of the harbor, vehicles and equipment are limited to the back of the harbor parking lot. Vehicle access to the seawall is prohibited.
8. Props may be used only if they are appropriate for the park and the prop is not something that is prohibited in the park, for example alcoholic beverages, dogs on the beach, motor boats in the swim area, etc. are not allowed.
9. Props, equipment, and vehicles must be set up in a manner that does not block visitor access or create a safety hazard.
10. Sea turtle nesting season is from approximately April 1<sup>st</sup> through October 31<sup>st</sup> which restricts access to the park from sunset to sunrise.
11. The road on the north side of the harbor is not available for filming.
12. The feeding or disturbance of park wildlife is prohibited.
13. If the shoot is to be cancelled it must be done by 2:00 pm the day before or by 12:00 pm on Friday if it is a weekend shoot in order to avoid paying a 3 hour minimum for the off duty ranger.
14. **A shoot can be at only one location at a time. If more then one location is needed at the same time additional off duty rangers will be required.**