



Commercial Photography Permits are issued and paid for by calendar year, with the cost prorated by month as the year continues. This does not include the \$25 non-refundable application fee. The prorated prices are as follows: *Please check ONE.*

	\$250 January		\$231 February		\$210 March		\$189 April
	\$168 May		\$147 June		\$126 July		\$105 August
	\$84 September		\$63 October		\$42 November		\$21 December

Each applicant is required to have each of the following: *Copies must be submitted with an application, or during the application review process at your earliest convenience.*

	Business License for the appropriate calendar year.
	Commercial General Liability Insurance: - \$1,000,000 per occurrence - \$2,000,000 in the aggregate - Must include bodily injury, personal injury, and property damage

Photography Times and Locations

Photography may be done anywhere within Machicomoco State Park's 645 acres that have been developed for public use such as, but not limited to, trails and manicured grassy spaces.

Virginia State Parks promote Leave No Trace and Stay On Trail; do not go off trail for photos, such as on the farm fields or on the marshlands. Help us conserve and protect these ecosystems and natural areas for wildlife and future generations.

Photo sessions are prohibited to be held in restricted areas such as at park residences or maintenance areas. Photo sessions cannot be held at a Rentable Picnic Shelter unless reserved for said purpose. Other unacceptable locations may be determined based on programmatic use or other mission-based uses. Photo sessions are not allowed inside the Timberneck house unless given written permission by the Fairfield Foundation.

For the privacy and respect of our campers, please refrain from taking photos within our campground unless a site has been reserved for photography or other related purposes.

Photo sessions may not impede upon other visitors' normal use and enjoyment of the park, nor infringe upon park programs, events, or other park-permitted functions. Obstruction of trails, roads, parking areas, or other avenues of normal use flow is strictly prohibited. Park opening and closing times must be observed.

Permitted photography vendors are **strongly encouraged** to contact the park's office by phone or email **{(804) 642-2419; machicomoco@dcr.virginia.gov}** **at least 48 hours in advance** of each visit to be informed of any programs, events, or other park functions that may preclude desired session locations or times. *Please check the park's website to keep track of programs, closings, or any other related notices.*

All other Virginia State Park Rules and Regulations, and Laws of the Commonwealth of Virginia must be followed at all times.

Parking

Parking is permitted in designated areas only; **a permit only covers parking for the vendor**. All clients and guests must have valid parking passes; be it a \$5 day-use parking tag, Virginia State Parks annual pass, or a visible Handicap or Disabled Veteran symbols on a hangtag or license plates.

The vendor is required to provide identification for their vehicle. This can be easily done by placing a copy of the permit in a readable location on the dashboard. **The photo vendor is required to have access to their permit, physical or digital, while conducting services/business on the park property at all times.**

Please fill in all areas below as completely as possible. If a question does not apply, use N/A. **There is a \$25 non-refundable application fee. Allow up to 30 days for processing.**

Business Name:	Represented By:		
Email:	Phone:	Intended Year:	
Address:	City:	State:	Zip:
Please describe below all types of photography you would conduct at the park (<i>engagements, weddings, family portraits, holiday sessions etc</i>):			

Prop Usage

Use of props is prohibited without prior approval. Photos and dimensions of each desired prop must be submitted for review. Permitted vendors will receive formal notices of props approved or denied for use.

Props such as, but not limited to, balloons, confetti, flower petals, rice, seeds, and glitter are **strictly prohibited**.

Commercial Photography sessions cannot be held without an active permit.

You recognize that this is not a permit, but an application for a permit, and that submission of an application does not guarantee the issuance of a permit. Failure to meet the obligations of a permit will result in revocation of the remainder of the permitted year without refund. Machicomoco State Park reserves the right to refuse any requested session dates and locations due to conflicts with other park activities.

The application process does not conclude upon submission of an application. To check application status, contact Machicomoco State Park by phone at (804) 642-2419, or by email at machicomoco@dcr.virginia.gov. **There is a \$25 non-refundable application fee. Please allow for up to 30 days for application processing.**

Applicant's Signature

Date