



# Small-Scale Photography Annual Registration

Small-scale photography is defined as photographers using a few pieces of equipment that are not disruptive to day-to-day activities on public property; having no more than a total of 15 people as part of crew and subjects being photographed; and not needing to block public streets or sidewalks for their projects. The City requires all small-scale photographers to fill out an annual registration for their activities on public property.

***If you or your company will need to block a public street and/or sidewalk, close public property, and/or use special equipment for your project, you are required to complete a "Video, Film, and Photography Permit Application." Applications must be completed 10 business days before the project date; however, rushed applications with an additional fee will be considered.***

**Please supply the following information.**

## **Company Information**

Name: \_\_\_\_\_  
Photographer(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Company e-mail address: \_\_\_\_\_ Company Phone: \_\_\_\_\_  
Website: \_\_\_\_\_  
Social Media Handles: \_\_\_\_\_

## **Lead Photographer**

Name & Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Cell: \_\_\_\_\_

Please provide a list of provided services below:

What is the average number of people you/your company photographs in one session? \_\_\_\_\_

**Please attach a certificate of insurance to your application. The City of Franklin should be listed as Additional Insured. Coverage should be in an amount acceptable to the City Administrator and Risk Manager (minimum of \$500,000).**

**Please read the following statements, initial after each statement, and sign below:**

1. I agree to abide by all ordinances of the City of Franklin and all conditions placed on the event by the City Administrator. \_\_\_\_\_
2. I do swear and affirm that all the information given in this application is true. \_\_\_\_\_
3. I understand that if closure of a public road, closure of a public sidewalk, closure of public property, and/or use of special equipment is needed for a project, I am required to submit a **"Video, Film, and Photography Permit Application"** at least 10 business days prior to the event. \_\_\_\_\_
4. I understand that failure to comply with the terms of the City's small-scale photography registration as described may result in revocation of the registration and the inability to obtain future permits. \_\_\_\_\_
5. I do hereby agree to assume the defense of and indemnify and save harmless the City, its aldermen, boards, commissions, officers, employees, and agents from all suits, actions, damages, or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of, or as a consequence of the activities permitted in connection with this registration. \_\_\_\_\_
6. Prior to the project, a certificate of insurance must be provided in an amount acceptable to the City's Risk Manager and the City Administrator. The City of Franklin must be listed as certificate holder and additional insured. \_\_\_\_\_
7. The City of Franklin logo may not be included in the photography without written permission from the Communications Director. \_\_\_\_\_
8. I understand that this registration is viable for 12 months. After expiration, I will complete a new registration so long as my small-scale photography services are continuing to be provided within the City. \_\_\_\_\_

**Signature of Authorized Agent:** \_\_\_\_\_

**Name and Title of Authorized Agent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Received on _____, 20____.	Approved on _____, 20____.
Certificate of insurance attached? Circle YES or NO	
_____ Approved by Eric S. Stuckey, City Administrator	