

Photography Sales Permits Instructions For Applicants

1. Photographers must complete an application for an Annual Photography Sales Permit. The resulting permit is valid for the calendar year. Permitted photographers will be placed on a List of Permitted Photographers which each recreation facility contacts directly to arrange a photo day. In exchange for the opportunity to sell photo packages to patrons, a percentage of your sales must be remitted to the Department as outlined below:

Program size by registered participants	Percentage to Dept of TOTAL Gross Sales to Patrons
Up to 50	3%
51-200	7%
201-400	8%
401-600	9%
Over 600	10%

2. The Department reserves the right to issue and deny an Annual Photography Sales Permit based on a review of information requested in the photography application.
3. The Department reserves the right to revoke the photography sales permit if the permittee fails to meet the guidelines of the permit or acts in an unprofessional manner as deemed by the Department.
4. Permittee is solely responsible for adherence to all Federal, State, and Local tax requirements.
5. Recreation and Parks makes no guarantee of any minimum business volume.
6. Permittees must adhere to the following:

HOLD HARMLESS: In consideration of the City granting the permission requested herein, Permittee agrees to indemnify and hold CITY and its officers, agents, and employees harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgments, amounts paid in settlement, costs and expenses (including attorney's fees) which may be incurred or arise out of Permittee's exercise of the permission granted or from any of the Permittee's activities related thereto. Permittee acknowledges that it will use City facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the City for any loss, injury or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas mains, electrical apparatus or cable furnished for the vent or for any loss resulting from fire, water, tornado, civil commotion, riot, landslide, windstorm, earthquake, or other acts of God.

NON-DISCRIMINATION POLICY: Applicant certifies that it does not discriminate in employment policies and criteria for program participation on the basis of race, religion, national origin, ancestry, gender, sexual orientation, age, physical handicap, marital status, or medical condition.
7. When a facility is interested in scheduling your services, they will contact you for your availability. They will follow-up with an Application For Facility Sales detailing the location, date, time, and number of registered participants for your to review, sign, and return. A deposit of \$.50 cents per registered team participant is required prior to any photos taken. The deposit will be credited toward the revenue percentage owed to the City upon final reconciliation of sales. Photographers providing non-team sports photos, such as action shots of participants, must pay an additional \$200 vendor use fee.
8. Permittee will be required to submit a summary of sales with each set of photographs. Department reserves the right to revoke or refuse issuance of permits to any permittee who fails to provide accurate sales summaries.

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
APPLICATION FOR ANNUAL PHOTOGRAPHY SALES PERMIT
Fax completed form and attachments to (818) 243-0041

Permittee Information

1. Name of Photography Company: _____
2. Company Representative's Name and Title: _____
3. Company Address: _____ City: _____ Zip: _____
4. Company Phone: _____ Fax: _____
5. E-mail Address: _____ Company website: _____
6. Business Structure: Sole Proprietorship Partnership Corporation

7. Attach a list of key personnel and all photographers who will be providing services under this permit and a 1-2 paragraph summary of their duties, experience and qualifications.

8. Attach a list of 3-5 references to include your major clients, particularly public agencies, which may include Los Angeles Recreation and Parks facilities whom you have provided sports team photography services to. This shall include the name of the client, contact person, phone number, brief description of services provided, length of business relationship, and measurement of level of service provided to the facility such as sports season photographed and number of teams/individuals photographed, etc.

9. Attach a proposed price list of products/services to be offered to park patrons. The Department may negotiate prices with the applicant and adopt an "accepted price list" which will be valid during the term of the permit. Request for consideration of changes to the "accepted price list" must be made in writing to the Administrative Resources Division, fax 818-243-0041, and include justification for the requested change.

10. Attach detailed written instructions directed to Facility Directors on how to request photography services, your logistical needs, and how to schedule team photos.

11. Attach a sample flyer to sports team participants which provides instructions to patrons for photo day. You will be expected to provide a sufficient number of information/product price lists for each sports team participant so that the information can be distributed no later than 2 weeks prior to photo day.

12. A list of recreation centers is found on <http://www.laparks.org/dos/reccenter/alpha.htm>. Please indicate which areas you can provide service to:
 East LA West LA North Valley Harbor
 South LA Central LA South Valley

I certify that all statements on this application are complete and correct. I have read and agree to adhere to the guidelines for photography sales permits, the hold harmless clause and the non-discrimination policy.

Signature of Applicant/Permittee

Date