

# Leo Carrillo Ranch Historic Park Photography Regulations

Thank you for your interest in using Leo Carrillo Ranch Historic Park as the location for your photography shoot. To ensure a positive experience for all our visitors and maintain integrity of the park's natural and cultural resources, please adhere to the following regulations:

## Permit Requirements:

- All photo shoots, including portrait, family, wedding, engagement, quinceañera, prom, nature, and large groups, require an approved permit.
- Professional and commercial photography also requires a valid Carlsbad Business License and Liability Insurance.
- A facility rental fee may apply, depending on the nature and scope of the photo shoot.
- Photographers are not authorized to conduct a photo shoot until a permit has been issued.

### **Application Process/Requirements:**

- Non-Paid Student/Amateur Photo Shoots with Models
  - Approved <u>Photography Use Application</u>
- Commercial/Professional Photo Shoots
  - Approved <u>Photography Use Application</u>
  - Copy of valid <u>City of Carlsbad Business License</u>
  - Copy of current <u>Certificate of Liability Insurance with Endorsement(s)</u> naming the City of Carlsbad as additionally insured is required.

The <u>application</u> is a fillable Adobe PDF form. You will need the current version of the Adobe Acrobat software installed on your computer to save your form and digitally sign. Adobe Acrobat Reader is available for free download at: <u>https://get.adobe.com/reader/.</u>

Please download the <u>application</u> form to your computer, to save your work. Edits made to the form within a browser cannot be saved. You are encouraged to save your work as a digital file and submit the completed form via email.

### Submission Guidelines:

- Applications and accompanying documents must be submitted at least two weeks in advance of the requested date.
- It is best to submit your application packet as digital files to <u>Carrilloranch@CarlsbadCA.gov</u>. If you are unable to do so, you may submit in hard copy by US Mail or hand-deliver it to: Leo Carrillo Ranch Historic Park, Attention: Sara Kelly, 6200 Flying Leo Carrillo Lane, Carlsbad, CA, 92009.
- For questions, please contact Sara Kelly at <u>sara.kelly@carlsbadca.gov</u> or 442-339-5498.



## Leo Carrillo Ranch Photography Rules:

- Must have a valid, pre-approved park and facility photography use permit.
- All photographers must first sign in at the Visitor Center prior to starting their photography session.
- Photography is only allowed during regular park hours; gates close promptly at 5 p.m.
- Photography is restricted to designated public use areas only; "off trail" or closed area photography is not permitted, including areas closed for special events.
- No use of furniture or large props.
- Clothing worn by models must be appropriate for a family-oriented park.
- No climbing on any fences, walls or buildings.
- Moving signs, benches or hay bales requires prior staff approval.
- No pets allowed; do not feed or harass the peafowl.
- No trimming, cutting or altering of trees or shrubs.
- No onsite promotion or solicitation of services.
- No smoking is permitted within the park.

### Enforcement:

- The City of Carlsbad Parks & Recreation Department reserves the right to refuse, deny or cancel any permit for violations of these rules or any federal, state or local laws, including public health orders (Council Policy 28 and Administrative Order 71).
- The city reserves the right to deny or alter permit requirements based on the public use or private rental needs of the park.

Thank you for your cooperation in preserving the beauty and natural and cultural resources of Leo Carrillo Ranch Historic Park.