

Permits for Media Projects in Baxter State Park

Katahdin and Baxter State Park are popular media subjects. During the peak summer season, Park officials field at least one interview or inquiry for photos in any given week and at least a couple film features or book projects per year requiring special attention. By articulating our expectations and goals as an agency when working with media contacts, we hope to lend more predictability to the process for both the Park and those pursuing media projects. It is our belief that the Park embodies many qualities and values that are worthwhile to share with the public at large and this policy seeks to provide a mutually beneficial framework in which this exchange of information can occur through media projects.

Definition of Media Projects

For the purposes of this policy 'media projects' include any projects internally or externally generated including, but not limited to, written, audio, photographic, paint, and film mediums creating product by either for-profit or non-profit entities, involving the use or application of talent, professional crew, props, product or service advertisement and intended for commercial profit and/or copyrighted or proprietary public distribution (groups or individuals other than family and friends).

Media Permit Requirements

An approved permit from the Director of Baxter State Park is required prior to the conduct of any project or activity with Baxter State Park that falls within the definition of Media Projects.

Permissible Media Projects

Baxter State Park permits media projects when possible while still meeting the mission of the Park. The natural attributes of the Park including scenery, sounds, weather and seasons make the Park a popular site for photographers and film makers.

Media projects are generally permissible in Baxter State Park when the activities necessary to complete the project can be conducted within the Rules and Regulations governing visitor use and protection of the Park and the necessary actions and work are not disruptive to other visitors or wildlife in the Park. All media projects must comply with Park Rules including, but not limited to:

BSP Rule Section 1 - Camping, reservations, registration, camping maximum group size.

BSP Rule Section 2 - Day use hiking group size (recommended maximum of 12 on any Park trail.

BSP Rules Section 4 - Pets, protection of wildlife and plants, fires, carry-in, carry-out, disturbances, use of power equipment, protection of cultural objects.

BSP Rules Section 5 - Vehicle size limits, parking, speed limits, motorcycles and ATV's, aircraft, snowmobiles, motorboats.

BSP Rule Section 6 - Supervision of minors, solicitation and use of alcohol and drugs.

Additionally, media projects and activities must comply with existing Park policies such as day use parking access policies at popular Katahdin trailheads, (see Baxter State Park website pages):

<http://www.baxterstateparkauthority.com/hiking/hikingParking.html>,

wildlife-only designated areas around Park ponds popular with moose and other wildlife:

<http://www.baxterstateparkauthority.com/outdoors/outdoorWildlife.html>

and **Leave No Trace** practices:

<http://www.baxterstateparkauthority.com/miscPages/Int.html>

Non-permissible Media Projects

Any project that, in the judgment of the Park Director, violates one or more of the Baxter State Park Rules and Regulations and/or conflicts with operational policies.

Media Permit Application

Permit applications may be downloaded from the Park website. If you need to visit the Park to scout for filming locations prior to filing an application, please visit our website [baxterstateparkauthority.com](http://www.baxterstateparkauthority.com) for information about the Park or contact Park Headquarters at 207.723.9500.

Please include complete information in your application. If significant staff resources are required to evaluate your application, you will be billed for the additional costs.

Therefore, in the interest of efficiency, feel free to attach maps, diagrams, script pages, storyboards, vehicle and equipment lists, crew lists, call sheet, itineraries, shot lists, etc., with your application to assist Park staff in evaluating your request.

- Most applications should be processed within 14 days if complete and not requiring alteration.
- Projects involving multiple locations, complex logistics, or coordination with other visitor activities require a minimum of 21 days to process.
- Projects that require environmental or cultural resource evaluation must be submitted no less than 30 days before the start of proposed activities and may require additional time dependent upon project complexity.
- **Park managers will not sign location release agreements.**

Baxter State Park has limited staff and on-duty staff are fully committed to existing work in resource protection, recreation management and public safety. Park Rangers and other staff may monitor the activities and conduct of media projects in Baxter Park but media projects that suggest the need for significant monitoring or on-site presence of Park staff will not be permitted.

Violation of Park Rules or existing policy by the media Permittee or other project personnel may result in citations for Rule violations and/or immediate revocation of the permit and expulsion of project personnel from Baxter State Park.

Please submit the application form as far in advance as possible.

Mail completed applications to:

Jensen Bissell, Park Director
Baxter State Park
64 Balsam Drive
Millinocket, ME 04462

Documents can also be faxed or emailed but will not be processed until payment has been received: (see Media Permit Fee Schedule below)

Jensen.Bissell@maine.gov
(207) 723-9500

Insurance Requirements

Proof of insurance issued by a U.S. company must accompany the permit application for video/filming projects permitted for 3 days or longer. The insurance certificate must identify the production company by name and business address; if the Permittee uses a different name than listed on insurance policy, the relationship between insured company and Permittee's company must be identified. The Baxter State Park Authority (64 Balsam Drive, Millinocket, ME 04462) will be named as an additional insured on the insurance certificate.

The minimum acceptable amount of liability insurance is \$1 million for most video/filming projects. High-risk activities or activities that may have the potential for resource impact require higher liability amounts. Smaller low-risk video/filming projects may be eligible for a reduction to \$500,000. Contact the Park for details. A request for a permit may be denied if there is no proof of adequate insurance. Personal homeowner's liability is not acceptable. The certificate should be generated by the insurance company. Handwritten certificate holder information is unacceptable. We will accept a faxed copy of the certificate until your insurance company can mail us the original.

Pre-Project Steps

After approval of an application and before the activity begins, the Permittee should meet with the Park Director, or designee, to:

- Review the final terms/conditions, scheduling and any special instructions pertaining to the respective project,
- Provide an original certificate of insurance, and if required, a bond,
- Pay estimated costs, if required,
- Sign and obtain a copy of the Media Permit.

Activities not specified in the permit will not be allowed. No activities on Baxter State Park property may begin until the permit has been approved by the Park Director and agreed to by the Permittee.

Permit Fees

Media Permit fee schedule:

Permitted project 1-2 consecutive days	\$60
Permitted project 3-5 consecutive days	\$100
Permitted project more than 5 consecutive days	\$200

Permit Conditions

Permittee must comply with all Rules and Regulations of Baxter State Park. Specific conditions and restrictions related to existing resource protection, recreation management and public safety policies will be noted on the permit. All federal, state and local laws and regulations apply to the operation of vehicles and equipment. Project activities may be monitored or checked by Baxter State Park Rangers or staff. The Permittee must keep the permit in possession while engaged in the permitted project in Baxter State Park. The Permittee must produce the permit for inspection when asked to do so by Park Rangers or staff.

FOR MORE INFORMATION ABOUT FILMING AND PHOTOGRAPHY PERMITS IN BAXTER STATE PARK: Jensen.Bissell@maine.gov OR (207) 723-9500