

## Commercial Photo/Audio/Film Request Form

This form is to be completed by individuals and organizations requesting permission to photograph or record on Hamilton Public Library property. Requests must be submitted three weeks in advance of the event to HPL Communications via email [Communications@hpl.ca](mailto:Communications@hpl.ca). For questions, please call 289-779-7588 or chat at [HPL.ca](http://HPL.ca).

Note: These rules do not apply to local media.

### GUIDELINES

1. Disruption of Library services is not permitted.
2. Permission is required for photographing and recording in the Library.
3. Library Staff and Members must consent to be photographed or videotaped. Please submit proof of consent paperwork.
4. Commercial film requests must also be approved by the Hamilton Film Office. Call 905-546-4233 or email [film@hamilton.ca](mailto:film@hamilton.ca).

|  |                                   |          |             |
|--|-----------------------------------|----------|-------------|
| Date of Event  | Individual or Organization's Name |          |             |
| Address  | City                              | Province | Postal Code |
| Business Phone   | Personal Phone                    |          |             |
| Representative's Name  | Representative's Signature        |          |             |
| For what purpose will this material be used and how will the Library be portrayed? |                                   |          |             |
| Describe the project (include set up, number of people, equipment and duration).   |                                   |          |             |
| <b>Insurance Certificate (if required)</b>   |                                   |          |             |
| Approved By:   | Title:                            |          |             |
| Date:  |                                   |          |             |