



Bodie Foundation
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BODIE FOUNDATION PHOTOGRAPHY WORKSHOP AGREEMENT

TO: Photography Workshop Leaders

FROM: Shayla Geissinger, Photo Workshop Manager

SUBJECT: Agreement/Regulations for Bodie Foundation/California State Parks Photography workshops for 2017

The Bodie Foundation and California State Parks are pleased that you are willing to help us keep our parks open, operating and, in the case of Bodie, standing for future generations. Proceeds from your workshop will be handled by the Bodie Foundation and returned to Bodie State Historic Park to stabilize structures at Bodie.

WHAT IS REQUIRED TO CONDUCT A PHOTOGRAPHY WORKSHOP?

- In order to conduct a photography workshop in our parks a permit is required by the State of California. A permit DPR 246 will be sent to you upon request. **Due within two weeks of approved date request.**
- Certificate of liability insurance. **Due with application.**
- This document must be signed and returned as requested. **Due with application.**
- Prompt payment of all deposits and fees as requested.
- A list of participants, including mailing address (and email address when available), must be provided to the Bodie Foundation prior to your workshop.

WHAT IS EXPECTED?

All workshop leaders are required to have THIS AGREEMENT signed and returned to the Bodie Foundation two weeks prior to the requested date.

Each leader can select seven dates from May 1st to mid - October. * Additional dates can be selected from remaining available dates.

NOTE: * Day time during park operating hours, only workshops can be conducted after mid – October by permit. Weather dependent.

No workshops will be conducted on Memorial Day, 4th of July, Friends of Bodie Day (2nd Saturday in August), or Memorial Day weekend.

A Bodie Foundation/State Park representative will be assigned to monitor your workshop. You must show your signed permit (DPR 246) at the gate when you enter the park and to the person(s) monitoring your workshop.

As leader you must handle the visiting public in a friendly, courteous and tactful manner at all times. Normal access to the park should not be compromised. However, photography workshops will be entering buildings and areas that are normally closed to the public. The public will desire access and must be tactfully denied.

The leader is responsible for the behavior of the group at all times and must ensure that all conditions set forth are adhered to by participants/assistants/instructors.

The leader must ensure that all park rules, regulations, law and policy are enforced and followed.

The leader must ensure that leaders/participants/instructors are identifiable to the public and park staff at all times.

BEGINNING THE WORKSHOP

Workshop leader will ensure that all permits, insurance, fees, and deposits are provided and paid as requested.

Leader will ensure that a clear list of participants will be provided to the Bodie Foundation two weeks in advance, and any modifications made prior to the start of the workshop.

The assigned monitor will be responsible for opening and closing of all buildings and closed areas.

Workshop leader will ensure participants enter and exit the park at scheduled times. Permits are good only for the dates and times on the parking permit. If you enter the park prior to those dates or times you must pay the regular day use fees established by the park.

USE OF THE THEATER ROOM

The Bodie theater room is available for use by the workshop and participants for meetings, power point/slide show, storing of gear, or discussions. Park operations take first priority. If a DVD/video, a park staff meeting is scheduled or other use is scheduled, that will take priority. Leader must ensure that tables, chairs, etc. are returned to as they were found.

The leader will ensure that all vehicles are parked on the road below/beyond (north) the parking lot during the day and evening and have the permit card in the front window.

INDOOR PHOTOGRAPHY

This section is extremely important. The monitor and workshop leader will work together to ensure success.

- Ensure that nothing is moved, rearranged, disturbed, or dusted to get the “perfect shot.”
- Do not “use” any artifact for any reason.
- Do not stand/sit/set gear on or against any artifact or building. Depending on the number of monitors paid for, no more than two buildings will be open at one time.
- The maximum number of participants and one monitor will be allowed in a building at a time. **NOTE: This will be determined by the size of the building and an experienced monitor. A list has been provided to the monitor.**
- Carry only minimal equipment. See below. All other equipment, backpacks, bulky jackets, tripods, etc. will be stored on the ground outside.
- Tripods are allowed in buildings. They must be closed when walking from shooting point to shooting point while inside.
- **PROTECTION OF THE HISTORIC RESOURCE IS OF PRIMARY CONCERN.**

CLOSED AREAS

Do not enter any closed area without permission. These areas are designated by fences and signs. Discuss this with your monitor or monitors. No closed area will be entered without a monitor. The Standard Mill is off limits during scheduled tours.

CAMPING

There is NO CAMPING in Bodie.

Participants can camp outside of the Area of Critical Environmental Concern (ACEC) on the Aurora Canyon Rd, Highway 270 or on Cottonwood Canyon Rd. Ground Fires are prohibited. Contact the Bureau of Land Management for camping regulations at (760) 872 – 4881.

FAMILY, FRIENDS AND PETS

Family and friends are not permitted in the park during closed hours and must pay the regular day use fees during normal hours of operation. If family or friends accompany a workshop participant, they must pay the full fee.

Pets must be on a leash at all times while the park is open and will not be permitted before or after parks hours. Pets are not allowed to be brought to the workshops.

NIGHT PHOTOGRAPHY WORKSHOPS

There is a section on night photography that will be covered at the beginning of each workshop. It will cover safety, where you can go and where you cannot. This session is required.

END OF WORKSHOP

Ensure theater room is cleaned, and all cars and participants are out of the park.

THE PARTIES BELOW AGREE TO FOLLOW THE GUIDELINES SET FORTH IN THIS AGREEMENT

Workshop Leader

Date

Bodie Foundation

Date

Rev. 1/30/17



Bodie Foundation - Special Event Permit Application

INSTRUCTIONS: To apply for a Special Event Permit, complete this form and submit with proof of insurance and deposit for your event. Please make your check or money order payable to the Bodie Foundation PO Box 278 Bridgeport, CA 93517.

APPLICANT / ORGANIZATION

CONTACT PERSON	PHONE	EMAIL
ADDRESS	CITY / STATE / ZIP	
PARK UNIT	LOCATION	
SPECIFIC USE	DATE(S)	HOURS

PURPOSE OF THE EVENT:

PARK AREA / FACILITIES TO BE USED:

MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT (THE STATE MAY LIMIT THE MAXIMUM ATTENDANCE)

YES NO

- Does the event involve the sale or use of alcoholic beverages?
- Will any services be hired for the event? If YES, complete and attach LTS 246b.
- Will additional fees be charged for participants (beyond regular facility fees)?
- Will items or services be sold at the event?

If you answered YES to any of the above questions, please complete and attach LTS 246b and / or LTS 246c, Special Event Permit Supplement. If none of the above apply, please complete the signature block below.

I have read and accept the Special Event Terms and Conditions attached. I understand that the District Superintendent or authorized representative may terminate without prior notice any special event activity when it is necessary for the safety and enjoyment of the public, for the protection of the resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. I also understand that any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

SIGNATURE

DATE



FOR DEPARTMENT COMPLETION ONLY				COMMENTS
TOTAL FEES RECEIVED	PROCESSING FEE	FACILITY FEE	OTHER FEES	
REVIEWED AND RECOMMENDED BY			DATE	
TITLE			BUSINESS PHONE	
ADDRESS		CITY / STATE / ZIP		
APPROVED BY			DATE	
TITLE			BUSINESS PHONE	
ADDRESS		CITY / STATE / ZIP		
DIRECTOR APPROVAL (for alcoholic beverage sale of more than 4 days)			DATE	



Bodie Foundation Special Event Permit - Supplement

FOR DEPARTMENT COMPLETION ONLY

THE ITEMS CHECKED BELOW ARE TO BE RECEIVED BY THE BODIE FOUNDATION 14 DAYS PRIOR TO THE EVENT.

DATE OF EVENT ____/____/____

- \$ _____ Deposit(s)
- \$ _____ Monitor Fee(s)
- \$ _____ Participant Fee(s)
- Proof of liability insurance coverage (Certificate of Insurance) in an amount not less than the following:
 - Combined single limit (CSL) \$1,000,000 per occurrence (must be received at least 14 days in advance of event).
Please list insured as:
BODIE STATE HISTORIC PARK
BODIE FOUNDATION
12515 HWY 395
BRIDGEPORT, CA 93517
- Copy of license to sell alcoholic beverages from the California Department of Alcohol and Beverage Control (must be received at least 10 days in advance of event)

YES NO WALK THROUGH CONDUCTED WITH PERMITTEE.
CONDUCTED BY: _____ DATE: _____

SPECIAL CONDITIONS REQUIRED OF THE PERMITTEE BY THE DEPARTMENT OF PARKS AND RECREATION:

No travel is allowed in the closed area of the Park.
Not other commercial activity is allowed within the park.

COMMENTS:

This event is a commercial use of Bodie State Historic Park and/or Mono Lake Tufa State Reserve and therefore a Special Event Permit is required. Violation of permit requirements will result in criminal citations being issued and the group being banished from the Park(s).

Tours of the Standard Mill will likely be scheduled for the day of the groups visit, the group if welcome to sign up to attend these tours. If the group would like a special talk or tour one can usually be scheduled with advance notice. The picnic area is available for the group to use.

Entry fees are \$8 per adult and \$5 per youth (and apply to all members of the group). Entry fees are included in the permit.



Bodie Foundation Special Event Permit - Commercial Events

INSTRUCTIONS: Complete the information requested below and submit this form with AMS 246, Special Event Permit.

1. List of fees and charges to participants attending the event.

2. Estimated gross receipts and net profits to the permittee.

3. Describe methods of advertising and promoting the event. List organizations involved (sponsors, recipients & promotional firms).

4. How will this activity benefit the Park and the general public?

5. Detailed description of the proposed activity within the Parks

6. Specific area of the Bodie/Mono Lake Parks requested to be used.

7. Describe any possible negative or detrimental impacts proposed activity could have on Park resources
