

# TOWN OF MANSFIELD

## Photography/Filming Location Release

THIS PHOTOGRAPHY/FILMING LOCATION RELEASE (this "Release") sets forth the terms and conditions under which the Town of Mansfield ("Mansfield") permits the undersigned person, business, or other entity ("you") to enter upon Mansfield property for the purpose of photographing, videotaping, and/or recording (the "Filming") the program described in Exhibit A (the "Program").

### **1) Use of Property**

Filming shall be limited to the location(s) and time(s) described in Exhibit A. You agree to comply with all Mansfield policies and regulations, as well as any directives issued by Mansfield personnel, while on Mansfield property. Any applicable fees described in Exhibit A must be paid to Mansfield prior to the Filming.

### **2) Your Rights**

Except as otherwise provided in this Release, you will retain all rights to any materials created or authored by you during the Filming; provided, however, that such materials may be used only in connection with the Program and as otherwise permitted under this Release.

### **3) Mansfield's Marks**

Mansfield's name, trademarks, or logos may not be used in the Program unless expressly authorized in writing by Mansfield. Any authorized use shall be subject to Mansfield's prior review and approval for each such use, which Mansfield may grant or withhold in its sole discretion.

### **4) Third-Party Consents**

This Release does not grant the right to the Filming or include in the Program:

- (i) the name, likeness, or image of any individual (including, without limitation, any Mansfield employee) present on Mansfield property during the Filming; or
- (ii) any third-party trademarks or other intellectual property (collectively, "Third-Party Marks") located on Mansfield property.

You are solely responsible for obtaining prior written consent from any individuals or third parties participating in or appearing in the Filming. Such permissions must be provided to Mansfield upon request. You shall not include any individual or Third-Party Mark in the Program unless such permission has been obtained. In obtaining any such consent, you must clearly state that you are not affiliated with Mansfield.

### **5) Damages and Indemnification**

You shall be responsible for, and shall indemnify and hold Mansfield harmless from, any and all claims, damages, losses, or liabilities (including, without limitation, personal injury, property damage, or infringement of third-party rights) arising from your acts or omissions, or those of your contractors, subcontractors, agents, or representatives, in connection with the Filming or the Program.

### **6) General Terms**

You represent that you have full authority to enter into this Release. This Release shall be governed by and construed in accordance with the laws of the State of Connecticut. Mansfield

reserves all rights not expressly granted herein, including the right to suspend or terminate the Filming at any time for any reasonable cause.

### **7) Mansfield Property**

To the extent possible, the Filming on Mansfield property should be scheduled outside of normal business hours to minimize disruption to municipal services. If the Filming must occur during normal business hours, it may not interfere with the provision of municipal services. Failure to comply may result in revocation of permission.

### **8) Impeding Traffic**

You may not impede the normal flow of traffic on roadways, sidewalks, multi-use paths or in parking lots. If it becomes necessary to close any local road(s), prior approval must be obtained from the Mansfield Local Traffic Authority. Closures on state roads must be approved in advance by the State of Connecticut.

### **9) Liability Insurance**

A Certificate of Liability Insurance naming the Town of Mansfield as an additional insured for the purpose of the Filming, including the date(s) and location(s) of the activity, must be submitted along with this Release.

### **10) Submission Deadline**

This Release must be submitted to Mansfield at least **two (2) weeks prior** to the scheduling of the Filming event. Releases submitted less than two weeks in advance may not be approved, and authorization to use Mansfield property may be denied.

### **11) Property Restoration and Cleanup**

You agree to leave Mansfield property in the same condition in which it was found prior to the Filming. You are responsible for the removal of all equipment, materials, props, and debris associated with the Filming and for restoring the premises to its original condition immediately following completion of the Filming. Any damage to Mansfield property resulting from the Filming shall be repaired or reimbursed by you to the satisfaction of Mansfield.

### **12) Compliance with Laws and Safety**

You shall comply with all applicable federal, state, and local laws, regulations, and ordinances in connection with the Filming. You are responsible for conducting all the Filming activities in a safe manner and for ensuring the safety of all participants, crew members, and members of the public. Mansfield reserves the right to halt the Filming activities if, in its judgment, conditions become unsafe or in violation of applicable laws or regulations.

### **13) Town Personnel and Public Safety**

Mansfield reserves the right to require the presence of Mansfield personnel, including but not limited to police officers, fire and emergency services personnel, public works staff, or facilities staff, if deemed necessary for public safety or municipal operations. Any costs associated with required personnel or services may be the responsibility of you and must be paid prior to the Filming.

### **14) Alcohol, Drugs, and Hazardous Materials**

The possession or use of illegal drugs, alcohol, or hazardous materials on Mansfield property during the Filming is prohibited unless expressly authorized in writing by Mansfield and permitted by applicable law.

If you agree to accept the terms and conditions set forth above, please sign and date this Release in the space provided below.

Name: \_\_\_\_\_ a \_\_\_\_\_ (state), \_\_\_\_\_ (type)

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

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Approved by: \_\_\_\_\_  
Town Manager

Date: \_\_\_\_\_

**Please return to:**

Town Manager's Office  
Town of Mansfield  
4 South Eagleville Road  
Mansfield, CT 06268

Or by email to:

[townmng@mansfieldct.org](mailto:townmng@mansfieldct.org)

