

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
FINANCE DIVISION/CONCESSIONS UNIT

**2019 Annual Photography Sales Permit  
Instructions for Applicants**

1. Photographers must complete an application for an Annual Photography Sales Permit and have in place and maintain the required insurance coverage (see attached Required Insurance and Minimum Limits and the Instructions for Submitting Insurance). The resulting permit is valid for the calendar year. Permitted photographers will be placed on a List of Permitted Photographers which each recreation facility contacts directly to arrange a photo day. In exchange for the opportunity to sell photo packages to patrons, a percentage of your sales must be remitted to the Department as outlined below:

Program size by registered participants	Percentage to Dept of TOTAL Gross Sales to Patrons
Up to 50	3%
51-200	7%
201-400	8%
401-600	9%
Over 600	10%

2. The Department reserves the right to issue and deny an Annual Photography Sales Permit based on a review of information requested in the Annual Photography Sales Permit Application.
3. The Department reserves the right to revoke the Annual Photography Sales Permit if the Permittee fails to meet the guidelines of the permit or acts in an unprofessional manner as deemed by the Department.
4. Permittee is solely responsible for adherence to all Federal, State, and Local tax requirements.
5. The Department makes no guarantee of any minimum business volume.
6. Permittees must adhere to the following:

**HOLD HARMLESS:** In consideration of the City granting the permission requested herein, Permittee agrees to indemnify and hold CITY and its officers, agents, and employees harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgments, amounts paid in settlement, costs and expenses (including attorney's fees) which may be incurred or arise out of Permittee's exercise of the permission granted or from any of the Permittee's activities related thereto. Permittee acknowledges that it will use City facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the City for any loss, injury or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas mains, electrical apparatus or cable furnished for the vent or for any loss resulting from fire, water, tornado, civil commotion, riot, landslide, windstorm, earthquake, or other acts of God.

**NON-DISCRIMINATION POLICY:** Applicant certifies that it does not discriminate in employment policies and criteria for program participation on the basis of race, religion, national origin, ancestry, gender, sexual orientation, age, physical handicap, marital status, or medical condition.

7. When a facility is interested in scheduling your services, they will contact you for your availability. They will follow-up with an Application For Photo Day At Park detailing the location, date, time, and number of registered participants for you to review, sign, and return. A deposit of fifty cents (\$.50) cents per registered team participant is required prior to any photos taken. The deposit will be credited toward the revenue percentage owed to the City upon final reconciliation of sales. Photographers providing non-team sports photos, such as, action shots of participants, must pay an additional Three Hundred Dollars (\$300.00) vendor use fee.
8. Permittee will be required to submit a summary of sales with each set of photographs. Department reserves the right to revoke or refuse issuance of permits to any permittee who fails to provide accurate sales summaries.

CITY OF LOS ANGELES  
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APPLICATION FOR 2019 ANNUAL PHOTOGRAPHY SALES PERMIT

Please complete and mail documents to:

City of Los Angeles  
Department of Recreation and Parks  
Finance Division/Concessions Unit  
Attention: LaTricia Jones  
Post Office Box 86328  
Los Angeles, CA 90086

**Permittee Information**

1. Name of Company: \_\_\_\_\_
2. Company Representative's Name and Title: \_\_\_\_\_
3. Company Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Company Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
5. E-mail Address: \_\_\_\_\_
6. Company website: \_\_\_\_\_
7. Business Structure:  Sole Proprietorship  Partnership  Corporation
8. Attach a list of key personnel and all photographers who will be providing services under this permit and a 1-2 paragraph summary of their duties, experience and qualifications.
9. Attach a list of 2-5 references to include your major clients, particularly public agencies, which may include City of Los Angeles Department of Recreation and Parks facilities to whom you have provided sports team photography services. Include the name of the client, contact person, phone number, and level of service provided to the facility such as sports season photographed and number of teams/individuals photographed, etc.
10. Attach a proposed price list of products/services to be offered to park patrons. The Department will adopt an "accepted price list" which will be valid during the term of the permit. Request for consideration of changes to the "accepted price list" must be made in writing to the Finance Division/Concessions Unit via email to mark.stipanovich@lacity.org and include justification for the requested change.
11. Attach detailed written instructions directed to Facility Directors on how to request photography services, your logistical needs, and how to schedule team photos.
12. Attach a sample flyer to sports team participants which provides instructions to patrons for photo day. You will be expected to provide a sufficient number of information/product price lists for each sports team participant so that the information can be distributed no later than 2 weeks prior to photo day.
13. A list of recreation centers can be found at <http://www.laparks.org/>.
14. Please indicate which areas you can provide service to:  
 East LA  West LA  North Valley  Harbor  
 South LA  Central LA  South Valley

**I certify that all statements on this application are complete and correct. I have read and agree to adhere to the "2019 Annual Photography Sales Permit Instructions For Applicants," the hold harmless clause and the non-discrimination policy. I agree to maintain the required minimum insurance coverage limits during the term of the permit.**

\_\_\_\_\_  
Signature of Applicant/Permittee

\_\_\_\_\_  
Date

Department Approval \_\_\_\_\_ Denial \_\_\_\_\_

\_\_\_\_\_  
Date

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

## Required Insurance and Minimum Limits

Name: \_\_\_\_\_

Date: 12/17/2018

Agreement/Reference: Annual Photography Sales Permit

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

**Limits**

**Workers' Compensation (WC) and Employer's Liability (EL)**

WC Statutory  
EL 1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

**General Liability** City of Los Angeles must be named as an Additional Insured

1,000,000

Products/Completed Operations

Sexual Misconduct \_\_\_\_\_

Fire Legal Liability \_\_\_\_\_

\_\_\_\_\_

\_\_\_ **Automobile Liability** (for any and all vehicles used for this contract, other than commuting to/from work) \_\_\_\_\_

\_\_\_ **Professional Liability** (Errors and Omissions) \_\_\_\_\_

Discovery Period \_\_\_\_\_

\_\_\_ **Property Insurance** (to cover replacement cost of building - as determined by insurance company) \_\_\_\_\_

All Risk Coverage

Boiler and Machinery

Flood \_\_\_\_\_

Builder's Risk

Earthquake \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ **Surety Bonds - Performance and Payment (Labor and Materials) Bonds** \_\_\_\_\_

\_\_\_ **Crime Insurance** \_\_\_\_\_

**Other:** Provided to: LaTricia Jones @ RAP; ph: (213) 202-5678

If a contractor has no employees and decides to not cover herself/himself for workers' compensation, please complete the form entitled "Request for Waiver of Workers' Compensation Insurance Requirement" located at: <http://cao.lacity.org/risk/InsuranceForms.htm>

In the absence of imposed auto liability requirements, all contractors using vehicles during the course of their contract must adhere to the financial responsibility laws of the State of California.

**CITY OF LOS ANGELES**

**INSTRUCTIONS AND INFORMATION  
ON COMPLYING WITH CITY INSURANCE REQUIREMENTS**

(Share this information with your insurance agent or broker)

**1. Agreement/Reference** All evidence of insurance should identify the nature of your business with the CITY. Clearly show any assigned number of a bid, contract, lease, permit, etc. or give the project name and the job site or street address to ensure that your submission will be properly credited. Provide the **types of coverage and minimum dollar amounts** specified on the Required Insurance and Minimum Limits sheet (Form Gen. 146) included in your CITY documents.

**2. When to Submit** Normally, no work may begin until a CITY insurance certificate approval number ("CA number") has been obtained, so insurance documents should be submitted as early as practicable. For **As-needed Contracts**, insurance need not be submitted until a specific job has been awarded. **Design Professionals** coverage for new construction work may be submitted simultaneously with final plans and drawings, but before construction commences.

**3. Acceptable Evidence and Approval** Electronic submission is the required method of submitting your documents. **KwikComply** is the CITY's online insurance compliance system and is designed to make the experience of submitting and retrieving insurance information quick and easy. The system is designed to be used by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry form known as the **ACORD 25 Certificate of Liability Insurance** in electronic format. **KwikComply** advantages include standardized, universally accepted forms, paperless approval transactions (24 hours, 7 days per week), and security checks and balances. The easiest and quickest way to obtain approval of your insurance is to have your insurance broker or agent access **KwikComply** at <https://kwikcomply.org/> and follow the instructions to register and submit the appropriate proof of insurance on your behalf.

**Contractor must provide City** a thirty (30) day notice of cancellation (ten (10) days for non-payment of premium) AND an Additional Insured Endorsement naming the CITY an additional insured completed by your insurance company or its designee. If the policy includes an automatic or blanket additional insured endorsement, the Certificate must state the CITY is an automatic or blanket additional insured. An endorsement naming the CITY an Additional Named Insured and Loss Payee as Its Interests May Appear is required on property policies. All evidence of insurance must be authorized by a person with authority to bind coverage, whether that is the authorized agent/broker or insurance underwriter.

Additional Insured Endorsements DO NOT apply to the following:

- Indication of compliance with statute, such as Workers' Compensation Law.
- Professional Liability insurance.

Verification of approved insurance and bonds may be obtained by checking **KwikComply**, the CITY's online insurance compliance system, at <https://kwikcomply.org/>.

**4. Renewal** When an existing policy is renewed, have your insurance broker or agent submit a new Acord 25 Certificate or edit the existing Acord 25 Certificate through **KwikComply** at <https://kwikcomply.org/>.

**5. Alternative Programs/Self-Insurance** Risk financing mechanisms such as Risk Retention Groups, Risk Purchasing Groups, off-shore carriers, captive insurance programs and self-insurance programs are subject to separate approval after the CITY has reviewed the relevant audited financial statements. To initiate a review of your program, you should complete the

Applicant's Declaration of Self Insurance form (<http://cao.lacity.org/risk/InsuranceForms.htm>) to the Office of the City Administrative Officer, Risk Management for consideration.

6. **General Liability** insurance covering your operations (and products, where applicable) is required whenever the CITY is at risk of third-party claims which may arise out of your work or your presence or special event on City premises. **Sexual Misconduct** coverage is a required coverage when the work performed involves minors. **Fire Legal Liability** is required for persons occupying a portion of CITY premises. Information on two CITY insurance programs, the SPARTA program, an optional source of low-cost insurance which meets the most minimum requirements, and the Special Events Liability Insurance Program, which provides liability coverage for short-term special events on CITY premises or streets, is available at ([www.2sparta.com](http://www.2sparta.com)), or by calling (800) 420-0555.

7. **Automobile Liability** insurance is required only when vehicles are used in performing the work of your Contract or when they are driven off-road on CITY premises; it is not required for simple commuting unless CITY is paying mileage. However, compliance with California law requiring auto liability insurance is a contractual requirement.

8. **Errors and Omissions** coverage will be specified on a project-by-project basis if you are working as a licensed or other professional. The length of the claims discovery period required will vary with the circumstances of the individual job.

9. **Workers' Compensation and Employer's Liability** insurance are not required for single-person contractors. However, under state law these coverages (or a copy of the state's Consent To Self Insure) must be provided if you have any employees at any time during the period of this contract. Contractors with no employees must complete a Request for Waiver of Workers' Compensation Insurance Requirement (<http://cao.lacity.org/risk/InsuranceForms.htm>). A **Waiver of Subrogation** on the coverage is required only for jobs where your employees are working on CITY premises under hazardous conditions, e.g., uneven terrain, scaffolding, caustic chemicals, toxic materials, power tools, etc. The Waiver of Subrogation waives the insurer's right to recover (from the CITY) any workers' compensation paid to an injured employee of the contractor.

10. **Property** Insurance is required for persons having exclusive use of premises or equipment owned or controlled by the CITY. **Builder's Risk/Course of Construction** is required during construction projects and should include building materials in transit and stored at the project site.

11. **Surety** coverage may be required to guarantee performance of work and payment to vendors and suppliers. A **Crime Policy** may be required to handle CITY funds or securities, and under certain other conditions. **Specialty coverages** may be needed for certain operations. For assistance in obtaining the CITY required bid, performance and payment surety bonds, please see the City of Los Angeles Contractor Development and Bond Assistance Program website address at <http://cao.lacity.org/risk/BondAssistanceProgram.pdf> or call (213) 258-3000 for more information.

12. **Cyber Liability & Privacy** coverage may be required to cover technology services or products for both liability and property losses that may result when a CITY contractor engages in various electronic activities, such as selling on the Internet or collecting data within its internal electronic network. Contractor's policies shall cover liability for a data breach in which the CITY employees' and/or CITY customers' confidential or personal information, such as but not limited to, Social Security or credit card information are exposed or stolen by a hacker or other criminal who has gained access to the CITY's or contractor's electronic network. The policies shall cover a variety of expenses associated with data breaches, including: notification costs, credit monitoring, costs to defend claims by state regulators, fines and penalties, and loss resulting from identity theft. The policies are required to cover liability arising from website media content, as well as property exposures from: (a) business interruption, (b) data loss/destruction, (c) computer fraud, (d) funds transfer loss, and (e) cyber extortion.