

Digital Media Release & Authorization Form

Discover Temple | City of Temple Communications & Destination Services

Part A — Business & Property Release

To be completed by the business owner or authorized representative prior to the scheduled content capture.

Business Name: _____

Business Address: _____

Authorized Representative (Name & Title):

Phone: _____

Email: _____

Scheduled Shoot Date: _____

Grant of Permission

I, the undersigned, am the owner or authorized representative of the business named above ("Business") and have the authority to sign this release on its behalf. I grant the City of Temple and Discover Temple ("the City") permission to photograph and record video and audio at the Business premises, including the building interior and exterior, signage, products, food and beverage items, merchandise, and general business activity (collectively, "Content").

Use of Content

I understand and agree that:

1. **Ownership.** All Content captured by the City through this program is and will remain the sole property of the City of Temple / Discover Temple.
2. **Permitted uses.** The City may use, edit, reproduce, distribute, and display the Content, in whole or in part, in any media now known or later developed, including but not limited to digital billboards, paid digital and print advertising, commercial and video production, social media, websites, and promotional and tourism marketing materials.
3. **No compensation.** Neither the Business nor I will receive payment, royalties, or other compensation for the Content or its use.
4. **Term.** This permission is granted on a perpetual, royalty-free basis and is not limited by time, territory, or number of uses.
5. **First use and shared images.** The City reserves the right of first use of all Content. Following first use, the City may, at its discretion, provide the Business with a select number of images for the Business's own marketing. Any images shared with the Business must include photo credit to Discover Temple when used.

6. **No obligation to use.** Submitting to a shoot does not obligate the City to use or publish any Content.
7. **Editing and context.** The City may crop, edit, or combine the Content with other text, images, or audio. The Business waives any right to inspect or approve the finished materials before use.
8. **Trademarks and branding.** I authorize the incidental appearance of the Business's name, logo, signage, and trade dress in the Content and its permitted uses.

Release & Waiver

On behalf of the Business and myself, I release and hold harmless the City of Temple, Discover Temple, and their officers, employees, agents, and contractors from any claims, demands, or liability arising out of or related to the capture or use of the Content as described in this release, including claims related to the use of the Business's name, premises, products, or branding.

I have read this release, understand its contents, and sign it voluntarily.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Part B — Individual Appearance Release

To be completed by each employee, owner, or patron who appears recognizably in photo or video content. Individuals under 18 require a parent or guardian signature.

I grant the City of Temple and Discover Temple permission to photograph and record me, and to use my image, likeness, voice, and appearance in content captured at the business listed above. I understand the content may be used in advertising and promotional materials, including digital billboards, paid advertising, commercial and video production, social media, websites, and tourism marketing, on a perpetual, royalty-free basis.

I understand I will not receive compensation for my appearance or its use. I release and hold harmless the City of Temple, Discover Temple, and their officers, employees, agents, and contractors from any claims arising out of the capture or use of my image or likeness as described above.

Printed Name	Signature	Date	Parent/Guardian Signature (if under 18)

For Office Use Only

Received by: _____

Date: _____

Shoot completed: ☐ Yes ☐ No Content delivered to business: ☐ Yes ☐ No

Date: _____

Questions about this form or the Content Collaboration Program may be directed to the Discover Temple team at Discovertemple@templetx.gov