



Media Recording Request Form

The Mayor and/or Clerk of the Township of Huron-Kinloss reserves the right to approve the use of cameras, electrical lighting equipment, television cameras and any other device of mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by accredited or other representative of any news media if advance notice is provided.

Request for use of Recording Device

- a) on my own behalf; or
- b) on behalf of a media organization if b), please state name of organization below.

Name(s) of Media Organization (please print)

Name(s) of Requestor (please print)

Purpose of Audio/Video Recording (please print)

Please describe below, any other details.

Contact Information (will not be posted publically):

Address:

Telephone:

Email:

Signature

Office Use:

Permission Date: _____ **Audio:** _____ **Video/Camera** _____

Completed and signed requests a must be delivered to the Clerk and will be confirmed by the Clerk by email.