Forest Service Use Only:	
Date Received	
Permit #	

PHOTOGRAPHY & FILMING REQUEST

Columbia River Gorge National Scenic Area

Requests must be received at least 10 business days prior to shooting. **No Exceptions.**
Proposals that involve high impact use and environmental analysis may require longer processing times.

Red outlined fields are required. The request will be returned if information is missing or incomplete.

Date:	**Project Title:**
Company:	**Production Date(s)** (and alternate dates):
Authorized Representative:	**Primary Contact and Title:**
Address:	**Phone:**
Phone:	**Backup Contact and Title:**
Fax:	**Phone:**

I. PRODUCTION INFORMATION:

PRODUCTION TYPE:

☐ Still Photography ☐ Commercial ☐ TV Movie ☐ TV Episodic ☐ Feature Film

☐ Music Video ☐ Corporate Video ☐ Documentary ☐ Other

PROPONENT TYPE: ☐ LLC ☐ Non-profit (501.c.3) ☐ Commercial ☐ Corporation ☐ Person/Individual ☐ Other Organization

PROPOSED LOCATION(S) (Include size of area to be used and legal description): Choose from below

NOTE: The Columbia River Gorge National Scenic Area ownership is very segmented. It is the responsibility of the proponent to determine if coordination with other agencies or private landowners is necessary.

Total number of people on location:
(include actors, crew members, etc.):

Set up (date, length of time, time of day):

Production (start/stop):

Breakdown and restoration (start/stop):

STUNTS/SPECIAL EFFECTS PROPOSED:

☐ Pyrotechnics ☐ Hazardous Materials ☐ Riparian Area; within 200' of surface water ☐ Aerial Stunts

☐ Domestic/Wild Animals ☐ Developed Recreation Site ☐ Using off-site plant materials (wreaths, flowers, trees)

☐ Other

SPECIAL REQUEST INFORMATION:

☐ Wilderness ☐ Use of aircraft (type, time of day, flight pattern) ☐ Other

II. DESCRIPTION OF ACTIVITY:

Include the following: proposed use including all activities, ground disturbing work, and actions that block pedestrian or vehicle traffic; attach narratives and story boards of action with full descriptions.

Map of area/set up attached (required): ☐ **Yes** ☐ **No**

Where will vehicles be parking?

Where will supporting facilities (dressing rooms, catering, portable restrooms, props, etc.) be located?

III. DESCRIPTION OF EQUIPMENT:

EQUIPMENT DETAIL (number of):

_____Generators _____ Cars _____ Trucks _____ RVs _____ Other

Action involving vehicles and/or equipment:

Props proposed:

Traffic and safety control/
special closures measures needed:

Have you obtained permission to use improvements not owned by/under the jurisdiction of the United States Government, i.e. structures, roadways, etc.? ☐ **Yes** ☐ **No**

Applicants Signature: _____	**Date:** _____

Forest Service Use Only:

Fees

Photography/Filming Land Use Fee:_____

Permit Preparation/Monitoring Cost:_____
(See attached financial plan)

Total Amount: _____

Certification of Insurance Received: ☐ **Yes** ☐ **No**

Bonding:
Required**:** ☐ **Yes** ☐ **No** **Amount:**_____
Received**:** ☐ **Yes** ☐ **No**

Concessionaire/Permittee Coordination Required:
☐ **Yes** ☐ **No**

Other Landowner/Agency Coordination Required:
☐ **Yes** ☐ **No**

2015 Land Use Fee Schedule
Minimum Use Fee $110

Still Photography

1-3 people	$110/day
4-15 people	$230/day
16 or more	$383/day

Motion Picture & TV production

1 -3 people	$110/day
4 -10 people	$234/day
11-30 people	$306/day
31-60 people	$768/day
61 or more	$921/day

Fees are subject to change, contact local permit administrator to confirm fees.

In addition to the above use fee, a minimum $122 will be charged for permit **processing**. Additional fees may be added depending on permit complexity and

Certificate of Insurance Required
See attached insurance requirements.

USDA Forest Service Insurance Requirements

The following insurance guidelines are provided to show why insurance requirements are necessary and how the Certificate of Insurance needs to be prepared to meet the agency direction

The Special Use Permit requires the Permittee to indemnify the United States against any liability for damage to life or property arising from the occupancy or use of National Forest System Lands. The Permit requires the Permittee to have the insurance company name the *United States Government* (Forest Service) as an additionally insured party. Also, the Certificate of Insurance and the insurance policy shall contain a specific provision to the effect that the policy shall not be cancelled or the provisions changed or deleted before thirty (30) days written notification by the insurance company to the *U.S. Government, c/o USDA Forest Service.*

A Certificate of Insurance must be presented to the Forest Service before a Special Use Permit will be issued. For long-term or high risk projects the Authorized Officer may require that a copy of the actual insurance policy be furnished before the permit is issued.

The following acceptable additional insured clause *shall be shown in verbatim* on the face of the Certificate of Insurance or Binder and, as a clause or an endorsement in the insurance policy:

'It is understood and agreed that the United States Government is additional insured solely as respects liability arising from operations of the named insured."

In addition, the following 30 day clause is also mandatory and *shall be shown in verbatim* on the Certificate of Insurance as well as in the insurance policy:

"It is understood and agreed that the coverage under this policy will not be changed or its provisions changed or deleted before thirty (30) days written notice to the:

United States Government, USDA Forest Service,
Columbia River Gorge National Scenic Area
902 Wasco, Suite 200
Hood River, OR 97031

United States Government, c/o USDA Forest Service, Columbia River Gorge National Scenic Area shall be listed in the certificate holder box.

If these clauses are not on the Certificate of Insurance in verbatim, and are not in the insurance policy or on an endorsement as stated above, a Special Use Permit will **not** be issued.

The amount of insurance required will depend on the degree of risk involved. The Forest Representative administering the special use permit will inform the prospective permittee of the required liability coverage necessary, such as: (coverage's shown minimums)

(1) $ 10,000 Property Damage
(2) $100,000 Death or injury to One Individual, and
(3) $300,000 Death or injury to more than One Individual
(4) $300,000 Combined Single Limit (CSL)