PHOTOGRAPHY & FILMING REQUEST
Mt. Hood National Forest - 2016

Date:	Project Title:
Company:	Production Date(s) (Include alternative dates):
Authorized Company Representative:	Primary Contact/Title:
Address:	Phone:
Phone:	Backup Contact/Title:
Fax:	Phone:

1. Production Information:

TYPE:

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

o Music Video o Corporate Video o Documentary o Other _____

PROPOSED LOCATION(S)(Including size of area to be used, legal description):

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 ☐ Aerial Stunts

☐ Domestic or Wild Animals ☐ Developed Recreation Site ☐ Other

Special Request information:

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

o Weather o Bring in any plant material (examples - holiday tree, holly, hay)

o Other _____

II. DESCRIPTION OF ACTIVITY:

(Include map of area, proposed ground disturbing activities, attach narratives and story boards of action in full description needed).

Include parking plan (vehicles, equipment, aircraft)

Include Staging plan (dressing rooms, catering, portable restrooms, etc.):

III. DESCRIPTION OF EQUIPMENT:

EQUIPMENT DETAIL(numbers):

_____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.)?

Applicants Signature: _____ **Date:** _____

To be completed by the Forest Service:

Fees

Photography/Filming Land Use Fee:_____

Permit Preparation/Monitoring Cost:_____
(See attached cost recovery worksheets)

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**

Land Use Fee Schedule - 2016

Minimum Use Fee $110.00

Still Photography

1-3 people	$110.00/day
4-15 people	$230.00/day
16 or more	$383.00/day

Motion Picture & TV production

1-3 people	$110.00/day
4 - 10 people	$234.00/day
11-30 people	$306.00/day
31-60 people	$768.00/day
61 or more	$921.00/day

In addition to the above use fee, a minimum $122.00 will be charged for permit processing. Additional fees may be added depending on permit complexity and monitoring needs.

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, U.S. Department of Agriculture, Forest Supervisor, *Mt. Hood National Forest, 16400 Champion Way, Sandy, OR 97055."*

United States Government, c/o USDA Forest Service, Mt. Hood National Forest 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) $ 25,000 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)