



## PHOTOGRAPHY & FILMING REQUEST U.S. Forest Service, Southern Region

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Project Title: \_\_\_\_\_

Production Date(s) (Include alternative dates): \_\_\_\_\_

Primary Contact>Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Backup Contact>Title: \_\_\_\_\_

Phone: \_\_\_\_\_

### 1. Production Information:

TYPE:

Still Photography     Commercial     TV Movie     TV Episodic     Feature Film  
 Music Video     Corporate Video     Documentary     Other \_\_\_\_\_

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

Township \_\_\_\_\_, Range \_\_\_\_\_, Section \_\_\_\_\_

**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 (Specify) \_\_\_\_\_

### Special Request information:

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

## II. DESCRIPTION OF ACTIVITY (Attach Description):

Include map of area(s), 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.)?

<b>Applicants Signature:</b> _____		<b>Date:</b> _____
To be completed by the Forest Service:		<b>Land Use Fee Schedule</b>
<b>Fees</b> Photography/Filming Processing Fee: _____		<b>Minimum Use Fee \$</b>
Photography/Filming Land Use Fee: _____		<b>Still Photography</b> 1-10 people \$ 50/day 11-30 people \$150/day Over 30 people \$250/day
Permit Preparation/Monitoring Fee: _____		<b>Motion Picture &amp; TV production</b> 1-10 people \$150/day 11-30 people \$200/day 31-60 people \$500/day 61 or more \$600/day
Total Amount: _____		
<b>Certification of Insurance Received:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Bonding:</b> Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____ Received: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Concessionaire/Permittee Coordination Required:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other Landowner/Agency Coordination Required:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional administrative costs may be added to the above fees.		
<b>Certificate of Insurance Required</b> 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 has Specific Insurance Requirements to Include:**

- 1.** The Permit Holder is required 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.
- 2.** The Permit Holder is required 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*.
- 3.** **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.
- 4.** 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, George Washington Jefferson National Forests".**

**"US Government"** 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.

- 5. Amount of insurance required:** Depends on the degree of risk involved. The Forest Representative administering the special use permit will inform the prospective permittee of the required liability coverage. Minimum coverage is as follows:
  - \$ 30,000 Property Damage
  - \$300,000 Death or injury to One Individual, and
  - \$300,000 Death or injury to more than One Individual