



C. FILM PERMIT REQUEST FORM

Film production is defined as a feature film, television, commercial shooting and/or photography for commercial and non-profit use. The below section requests information regarding crew size, shooting schedules, and hours of shooting.

Project Title			
Production Company			
Production Company Telephone			
Size of Crew			
Number of Production Vehicles			
Production Company Mailing Address	Street:		
	City:	State:	Zip:
Producer Name			
Location Manager			Cell:
	Email:		
Assistant Location Manager			Cell:
	Email:		

THIS PROJECT IS...

- Documentary
 Feature Film
 Music Video
 Corporate Video
 Still Photography
 Commercial
 TV Movie
 Public Service Announcement
 Other: _____

Park/s and Areas Requested	
Requested use date(s) & hours	Date(s): ___/___/___ - ___/___/___ Hours: ___:___ [AM/PM] - ___:___ [AM/PM]
Film setup start: *Date & time when first equipment is setup	Date: ___/___/___ Start time: ___:___ [AM/PM]
Film tear down complete: *Date & time when all equipment removed	Date: ___/___/___ Start time: ___:___ [AM/PM]

In order for us to gauge the impact of this production, please describe in detail the location you propose to use, include a map.



FILM PERMIT FEE RANGES – Depends on impact and SUPRC

Parks <i>*Signature and Regional Park fees will be at higher end of fee range</i>	Golf Course, Marina, The Nature Center, All Community Centers & Ball Fields	*Point Defiance Zoo & Aquarium and Northwest Trek Wildlife Park	**Ft. Nisqually, Conservatory, Point Defiance Pagoda, Titlow Lodge
Photo/Commercial (Private Benefit)	Photo/Commercial (Private Benefit)	Photo/Commercial (Private Benefit)	Photo/Commercial (Private Benefit)
\$500 – 2,000 (may include 1 staff)	\$350 – 1,000 Peak (incl. 1 staff) Non-peak	\$1,200 – 2,400 (including 1 staff)	\$600 – 1,500 (including 1 staff)
Photo/Nonprofits	Photo/Nonprofits	Photo/Nonprofits	Photo/Nonprofits
\$250 – 1,000 (including 1 staff)	\$250 - 750 (including 1 staff)	\$600 – 1,200 (including 1 staff)	\$300 – 750 (negotiable) (including 1 staff)
Video/Commercial	Video/Commercial	Video/Commercial	Video/Commercial
\$500 – 2,000 (including 1 staff)	\$300 – 2,400 (including 1 staff)	\$1,200 – 2,400 (including 1 staff)	\$600 – 1,500 (including 1 staff)
Video/Nonprofits	Video/Nonprofits	Video/Nonprofits	Video/Nonprofits
\$250 – 1,000 (including 1 staff)	\$250 - 750 (including 1 staff)	\$600 – 1,200 (including 1 staff)	\$300 - 750 (including 1 staff)

Additional costs

*Staff/Maintenance: May be required

REIMBURSEABLES - Determined by Special Use Permit Review Committee

- Garbage Totes: QTY: _____ Total \$: _____
\$65/per 300-gallon; \$30/per 90-gallon recycling
- Portable Toilets: \$95/per regular unit; \$155/per ADA unit QTY: _____ X \$75 Total \$: _____
[1 per 125 guests; ADA unit required if only up to 125 guests]
- *Tacoma Police: \$75/per hour/3-hr min. #: _____ X \$75 Total \$: _____
[# and hours determined by TPD]
- Water Access \$75 _____ X \$75 Total \$: _____
- Electrical Access \$75 _____ X \$75 Total \$: _____

Estimated TOTAL \$ _____

A **CERTIFICATE OF INSURANCE** in the minimum amount of \$1,000,000 general liability, \$2,000,000 general aggregate and naming MPT as additional insured **is required** and due on file at MPT no less than 14 days prior to the event. MPT reserves the right to increase the limits of liability coverage required in accordance with the level of risk presented by the proposed use. MPT does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities/Parks by the applicant, its members, or those attending the event. Depending on the service you are providing, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with District policy, name the District as an additional insured on the policy, and be responsible for obtaining said insurance.



INDEMNIFICATION: You will be required to defend, indemnify and hold harmless the District, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the District.

APPLICANT:

I have read and understood the Special Use Permit Policy, Guidelines and Procedures and will comply with the Special Use Permit Conditions and/or Restrictions.

Signature:

Date:

Return Application, fees and supporting documents to:

Metro Parks Tacoma

ATTN: Rentals, Permits & Visitor Services

4702 S. 19th Street, Tacoma, WA 98405

Or

Permits@tacomaparks.com

Questions or need more information?

Phone: 253.305.1006

www.metroparkstacoma.org/special-use-permits/