



# 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: _____	Site Contact Name: _____
Production Company: _____	Site Contact Cell: _____
Contact Person (Billing) _____	Site Contact Email: _____
Company Address: _____	2 <sup>nd</sup> Site Contact Name: _____
City: _____ State: _____ Zip: _____	2 <sup>nd</sup> Site Contact Cell: _____
Company Phone: _____	2 <sup>nd</sup> Site Contact Email: _____
Size of Crew: _____	

<input type="checkbox"/> Commercial	<input type="checkbox"/> Corporate Video	<input type="checkbox"/> Documentary	<input type="checkbox"/> Feature Film
<input type="checkbox"/> Music Video	<input type="checkbox"/> Public Service Announcement	<input type="checkbox"/> Still Photography	<input type="checkbox"/> TV Series/Movie
<input type="checkbox"/> Other:			
Location/s: _____	Need exclusive/secure use: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Requested date/s & hours: _____	Setup date & time: _____		
Tear down completion date & time: _____	Vehicle/s access on park/trail: <input type="checkbox"/> Yes <input type="checkbox"/> No		
How many vehicles: _____	Size/type of vehicle/s used: _____		

To gauge the impact of this production, describe in detail the location you propose to use and include a map. What activities are involved in the shoot? Are they outside THPRD park rules? What type of equipment will be used (# of cameras, lifts, booms, stage/crew parking needs, etc.)?

FILM PERMIT FEE RANGES – Depends on impact and permit review. Fees listed are per day.

\*Filming at signature properties and community parks will be at higher end of fee range

Production Type:		
<input type="checkbox"/> Video/Commercial \$500 – \$1,300	<input type="checkbox"/> Photo/Commercial \$500 – \$1,000	QTY: Total \$: _____
<input type="checkbox"/> Video/Nonprofits \$250 – \$500	<input type="checkbox"/> Photo/Nonprofits \$250 – \$500	
Garbage:		
<input type="checkbox"/> Garbage: \$65/per 200-gallon		QTY: Total \$: _____
<input type="checkbox"/> Garbage: \$15/per 50-gallon recycling		
Water Access		
<input type="checkbox"/> \$75 (if available at site)		QTY: Total \$: _____
Electrical Access		
<input type="checkbox"/> \$75 (if available at site)		QTY: Total \$: _____
Turf Impact Fee:		
<input type="checkbox"/> \$500/deposit; cost/per unit (seed, hay, re-grading/labor – per sq. of damage area)		QTY: Total \$: _____
		<b>Est. Total \$ _____</b>

**Fee Waiver Eligibility:** Fee waivers are available for the following types of activities and whose use does not exclude “in season” athletic league play, THPRD recreation or educational programming, or events. The following permits are eligible for reduction of usage fees.

- News Production, Cable Access, Public Service Announcements.
- Documentary/Advertising/Marketing for the promotion of Tualatin Hills Park & Recreation District, City of Beaverton, Metro or the State of Oregon.
- Student Film for class projects or non-commercial student productions.

Fee waivers are also available to groups who will have 10 or fewer people within the park and whose use does not exclude THPRD recreation/educational programming or events.

**Release and Indemnity Agreement:** In consideration of this permit issued by Tualatin Hills Park & Recreation District (THPRD) for the purpose of photographing in the public areas - the applicant, sponsor, legal representatives and assigns, shall defend, indemnify and hold harmless THPRD, its officers, elected officials, volunteers, agents and employees against all liability loss or expenses, including attorney fees, and against all claims or actions based upon or arising out of damage or injury (including death) to persons, animals or property caused by any negligence on the part of the applicant, sponsor, its agents or employees. The applicant/permit holder must provide and maintain liability insurance in the amount of not less than \$1,000,000 combined single limit for injury or death to more than one person in any one occurrence, property damage including loss of use, and \$2,000,000 general aggregate coverage. A certificate of insurance and additional insured endorsement naming Tualatin Hills Park & Recreation District, its officers, agents, employees and volunteers as an additional insured must be received prior to issuance of the permit.

I acknowledge I have read the Filming Permit Conditions of Use and the provisions of Parks Rules and Regulations, and agree to comply with all the rules set forth. Failure to comply with the rules set forth may lead to cancellation of the Filming Permit.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return application with payment & insurance certificate to:  
 THPRD Community Programs, 15707 SW Walker Road Beaverton, OR 97006  
 Questions? Contact Karin Madsen at [k.madsen@thprd.org](mailto:k.madsen@thprd.org) or 503-645-6433