

# Film, Video & Still Shoots

Portland Parks & Recreation's (PP&R) created this policy to support film and video production within City of Portland parks by providing a more flexible and cost saving permit process.

## Application/Processing Fees

- Application/Processing Fee: \$75.00
- Application/Processing Fee for shoots with three (3) working days or less notice: \$150.00  
Note: Parks makes no guarantee that a park may be available for use with less than three business days notice.

- One Year Application/Processing Fee: \$75.00

The company provides the PP&R Customer Service Center proof of insurance coverage for the entire year. The initial \$75.00 goes toward the first permit. With insurance now on file, the company will be charged the lower application/processing fee for each successive permit requested that year no matter how many days out they may apply. Any Permittee can submit the insurance certificate and Additional Insured Endorsement at any time of the year with dates and locations marked "As Approved". The Additional Insured Endorsement should be good for the term of the certificate. PP&R keeps the documents on file and attaches a copy to each successive permit, effectively reducing the Permittee's need to secure a separate certificate for every permit.

## Fee Waiver Eligibility

Fee waivers are available to the following groups who will have 25 or fewer people within the park and whose use does not exclude "in season" athletic league play or PP&R recreation or educational programming.

The following permits are eligible for 100% reduction of Usage fees.

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

Note: Fee Waivers do not waive extra fees such as vehicle access, electricity, application/processing fees, etc.

All other Shoots are eligible for a 50% reduction of Usage fees.

Note: Fees under this policy may be waived up to 24 hours or 2 days of use, whichever comes first. After this, standard fees apply.

# Usage Fees

## Film & Video Fees:

|             | without Fee waiver      | with Fee Waiver        |
|-------------|-------------------------|------------------------|
| Hourly      | \$55.00 (two hour min.) | \$27.50 (two hour min) |
| 3-14 hours  | \$535.00 (maximum)      | \$267.00 (maximum)     |
| 15-24 hours | \$829.00 (maximum)      | \$414.00 (maximum)     |

## Still Photography Fees:

|                | without Fee Waiver         | with Fee Waiver            |
|----------------|----------------------------|----------------------------|
| Hourly         | \$32.00 (two hour minimum) | \$16.00 (two hour minimum) |
| Up to 24 hours | \$192.00 (maximum)         | \$96.00 (maximum)          |

# Changes

All permits issued from the Customer Service Center are allowed one change in date or location. Any further changes may incur an additional application/processing fee.

# Rain Dates

All film, video or still shoot permits issued from the Customer Service Center are allowed one rain date per date booked at no charge at the time of booking.

# Multiple Days

Any large film shoot (multiple days in one park or multiple parks over several days) pays the larger application fee once and a deposit for the estimated amount for time reserved. The Production Company is allowed to call and make any number of changes with minimal notice without additional charge until the deposited fees are exhausted. If there is a credit balance at the end of the shoot, the remainder is refunded.

# Multiple Parks

If a shoot is using multiple contiguous or adjacent parks on the same day, the block fee charged (1-14hrs, 15-24hrs) to the production may be applied to the rental of all the parks used.

# Availability & Lead Time

The Customer Service Center will make every effort to negotiate use when the desired location is not available. Please be advised that this is made more difficult the shorter the lead time. The Customer Service Center can not guarantee that a previously booked location can be made available.



**FILM PERMIT APPLICATION**

Name of organization insuring shoot: \_\_\_\_\_

Address (include city/state/zip code): \_\_\_\_\_

Name of Main Contact: \_\_\_\_\_ Daytime Phone number: \_\_\_\_\_

Cell Phone number: \_\_\_\_\_ email address: \_\_\_\_\_

Client Name: \_\_\_\_\_ Fax number: \_\_\_\_\_

In what PARK would you like to hold your event? \_\_\_\_\_

LOCATION in park: \_\_\_\_\_

What is your expected attendance (cast and crew)? \_\_\_\_\_

SHOOT dates: \_\_\_\_\_ TIMES used on SHOOT days: \_\_\_\_\_

RAIN dates: \_\_\_\_\_ TIMES used on RAIN days: \_\_\_\_\_

(For every date booked, you receive one free rain date. You can use either the SHOOT date OR the RAIN date, but not both.)

Is this a ☐ STILL or ☐ FILM/VIDEO shoot? (check one)

\*Will you need VEHICLE access WITHIN the park? ..... ☐Y ☐N

If yes, describe number, type, purpose and where the vehicle is to be driven:

\_\_\_\_\_  
\*Are you requesting to be able to do any INTERMITTENT TRAFFIC CONTROL on park roads (please note, this is not approved during busy summer months, and will need to be approved by the park district supervisor and TRI-MET)? ☐ Y ☐ N If yes, describe where and show on enclosed map:

\_\_\_\_\_  
Will you have AMPLIFIED SOUND and/or MUSIC and/or GENERATOR? ..... ☐Y ☐N

If YES, describe: \_\_\_\_\_

\*Will you use CANOPIES or TENTS? ..... ☐Y ☐N

If YES, number: \_\_\_\_\_ size: \_\_\_\_\_

\*Will you have a CATERING SERVICE? ..... ☐Y ☐N

If YES, where and with what equipment/vehicles? \_\_\_\_\_

\*Will you need park ELECTRICITY? ..... ☐Y ☐N

Will the camera be HANDHELD? ..... ☐Y ☐N

\*Please give a GENERAL EVENT DESCRIPTION, describing any other equipment\* to be brought into the park (i.e. Camera equipment, lighting equipment, dolly track, etc.) (attach an additional page, if necessary):

\_\_\_\_\_  
**Fax to:** Portland Parks, FAX# 503-823-2515 **or Email to** [derrick.roberson@portlandoregon.gov](mailto:derrick.roberson@portlandoregon.gov) or [donna.leslie@portlandoregon.gov](mailto:donna.leslie@portlandoregon.gov)

Credit Card # (Visa, MasterCard) \_\_\_\_\_ Name on card \_\_\_\_\_ exp. date \_\_\_\_\_ / \_\_\_\_\_

\*please draw on site plan (please use attached map). Please do not email credit card numbers.

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**Customer Service Center**

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*Sustaining a healthy parks and recreation system to make Portland a great place to live, work, and play.*

www.PortlandParks.org | Nick Fish, Commissioner | Zari Santner, Director