



# Photography & Filming Request

Supplement to the FS-299 Application

USDA Forest Service at Grey Towers NHS – 2024



## Part 1 – All proponents must complete this entire section.

Date of Application:	Project Title:
Company:	Proposed Session Date(s) (include alternative dates):
Authorized Company Representative:	Primary Contact/Title:
Address:	Phone:
Phone:	Backup Contact/Title:
Fax:	Phone:

### I. Production Information:

**Type:**

- Still Photography
  Non-Commercial Filming
  Commercial Filming

**Proposed Location(s) (include size of area to be used, legal description):**

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**Total Number of people on location (include participants, actors, crew members, etc.):**

*\*Please note that the inclusion of models necessitates a Special Use Permit (SUP).*

**Set-Up (include date, length of time, time of day):**

**Production (start/stop time):**

**Breakdown and Restoration (start/stop time):**

**Stunts/Special Effects Proposed:**

*\*Please note that per Grey Towers NHS photography and filming regulations, pyrotechnics, hazardous materials, entering riparian streams, aerial stunts, uncontrolled domestic animals, and holding or releasing wild animals are NOT permitted. You may only utilize specified developed recreation areas (see provided map). For additional guidance regarding domestic animals, please review Grey Towers NHS pet policy.*

- Pyrotechnics
  Hazardous Materials
  Riparian Area
  Aerial Stunts  
 Domestic or Wild Animals
  Developed Recreation Site
  Other \_\_\_\_\_

**Special Request Information:**

*\*Please note that per Grey Towers NHS photography and filming regulations, you may NOT: enter undeveloped areas of the site; use aircraft or alter the historic and natural landscape.*

- Use of aircraft (type, time of day, flight pattern)
  Weather
  Other \_\_\_\_\_

## II. Description of Activity:

Use the space provided to describe the activity you intend to host.

*\*Please indicate on the provided map (page 3) where you intend for your session to take place.*

*\*Please note that ground disturbing activities are not permitted due to the historic nature of the site.*

*\*For filming requests, please attach narratives and story boards.*

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### Parking Plan (include vehicles, equipment, aircraft)

*\*You must use the designated parking areas (see provided map). Other than camera equipment and personal passenger vehicles, equipment and aircraft are NOT permitted.*

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### Staging Plan (include dressing rooms, catering, portable restrooms, etc.)

*\*Please note that dressing rooms, catering, and portable restrooms are NOT permitted. Public restrooms may or may not be available during your session. Please plan accordingly.*

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## III. Description of Equipment:

### Equipment Detail (include numbers):

*\*Please note that generators are NOT permitted, and only personal passenger vehicles are permitted.*

\_\_\_\_ Generators    \_\_\_\_ Cars    \_\_\_\_ Trucks    \_\_\_\_ RVs    \_\_\_\_ Other \_\_\_\_\_

### Action Involving Vehicles and/or Equipment:

*\*Please note that all vehicles, including all cars, trucks, and RVs, must always remain on paved roadways or in parking areas and must not block fire lines or site traffic. Generators are NOT permitted.*

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### Props Proposed:

*\*Please note that per Grey Towers NHS photography and filming regulations, props are NOT permitted. The use of props or sets necessitates a Special Use Permit (SUP).*

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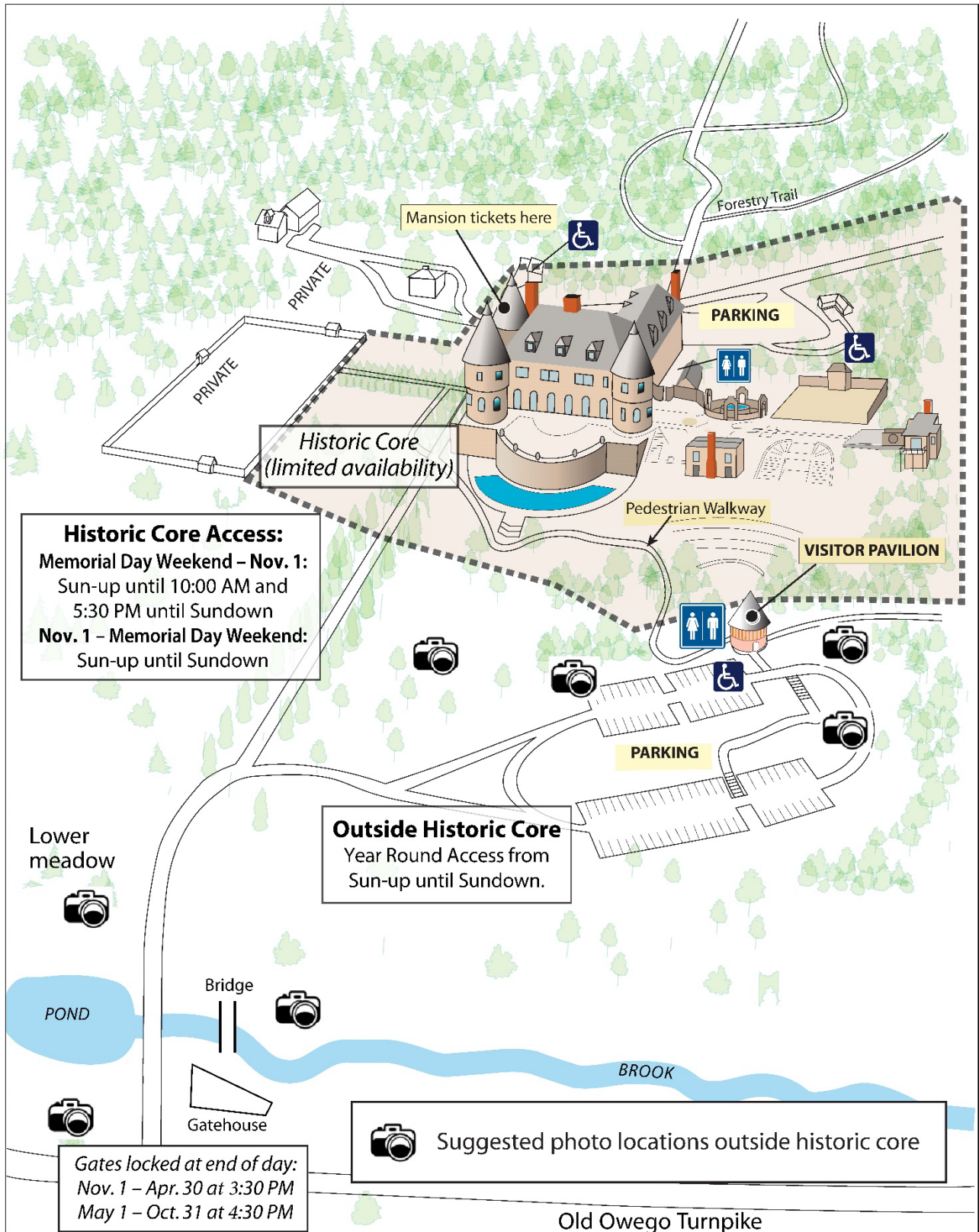
**Traffic and Safety Control/Special Closure Measures Needed (have you obtained permission to use improvements not owned by/under the jurisdiction of the United States Government, i.e., structures, roadways, etc.):**

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**IV. Indicate on the map below where you intend for your session to take place.**

*\*Please pay particular attention to the Historic Core hours availability (varies by season).*



**V. For your reference, please review our photo and filming requirements**

**Grey Towers NHS Photo and Filming Requirements**

- Your photo session may not interfere with normal site functions, visitor activities and tours, or special programs in and around the mansion.
- You may not enter the mansion or any outbuildings on the property to conduct your session.
- Even with permission to take photos, you do NOT have exclusive rights to the gardens and grounds – other visitors are free to use the grounds and will not be asked to leave or move.
- Please use the existing beauty of Grey Towers as your backdrop—the following items are forbidden:
  - Props, banners, flags, tents, chairs, stools, tables, canopies, ropes, stanchions, amplifiers, and stages.
- You may not dispense or release rice, birdseed, confetti, streamers, balloons, bubbles, or any type of live animals.
- You may not have alcohol, weapons, firearms, flammable materials, open flames, and pyrotechnics on government property.
- You may not damage or pick any plants or flowers.
- You may not stand in the flowerbeds or interfere with garden equipment and landscape features.
- You may not enter any water features.
- You may not stand or lean over any stone structure, including the tops and aprons of stone walls and the millstones.
- You may not climb trees.
- You may not run or play in the historic core.
- You must maintain appropriate dress -- no nudity or indecent exposure.
- The historic walkways and stairs are uneven and irregular; individuals in your party should walk with caution and use handrails where available.
- The covered yet unenclosed Visitor Pavilion is the only facility available in case of inclement weather; please plan accordingly.
- Unmanned aerial systems (UAS), including drones, are not permitted on the 102 acres that comprise Grey Towers National Historic Site.
- Notify Grey Towers’ staff immediately if there are any injuries, damage to government property, safety hazards or security concerns.
- The US Forest Service at Grey Towers NHS is not liable for loss or damage to personal property or personal injury that may occur as a result of the activity.
- Vehicles must depart from the site prior to gate closing at 4:30 p.m. If you park outside the gates and walk into the site, please do not block the fire lanes.

**Applicant Signature:** \_\_\_\_\_

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

***\*If this is a still photography or non-commercial filming session, you have completed all necessary information. This concludes part 1.***

***\*If this is a commercial filming session, please proceed to page 5 (part 2) to review and attach required documentation (certificate of insurance).***

## **Part 2 – Only commercial filming proponents should complete this section.**

### **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, Grey Towers National Historic Site, P.O. Box 188, Milford, PA 18337"**

**United States Government, c/o USDA Forest Service, Grey Towers National Historic Site** 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:

- (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)

*\*Coverages shown represent minimums.*

- If this is a commercial filming session, please attach your certificate of insurance to this proposal. Once you have attached your certificate of insurance, you have completed all necessary information. This concludes part 2.
  
- You may submit this proposal in-person, via email (SM.FS.greytowers@usda.gov), or via fax (570-296-9675).
  
- Please note that submitting a proposal does not confer, imply, or guarantee approval. A Grey Towers representative will contact you after reviewing your proposal and may have additional questions to determine whether the proposed activity can be approved and what type of approval is required.
  
- Potential approval:
  - If your session requires Forest Service approval (does not require a special use permit), you will receive confirmation that your session has been approved. You must bring this confirmation with you on the day of your session.
  - If your session requires a special use permit, you will receive instructions on how to pay all fees associated with your request online. Your permit will not be fully approved until all fees are paid. Once all fees are paid, you will receive your approved permit, which you must bring with you on the day of your session.
  
- On the day of your session, you must follow all Photography and Filming Regulations. Failure to abide by these regulations or to provide your approved permit will result in a termination of the planned activity.

*To be completed by the USDA Forest Service at Grey Towers NHS*

**Approval Required**

Special Use Permit:  Yes  No

Forest Service at Grey Towers Approval:  Yes  No

**If a Special Use Permit is required, enter fees below:**

Photography/Filming Land Use Fee: \_\_\_\_\_

Permit Preparation/Monitoring Cost: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Certification of Insurance Received:  Yes  No

Bonding Required:  Yes  No      If yes, enter amount: \_\_\_\_\_

Bonding Received:  Yes  No

Concessionaire/Permittee Coordination Required:  Yes  No

Other Landowner/Agency Coordination Required:  Yes  No

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**Land Use Fee Schedule - 2022**

Still Photography:

Filming: