



# PHOTOGRAPHY & FILMING REQUEST

Supplement to the SF 299 Application

USDA Forest Service, \_\_\_\_\_ National Forest

Send completed request to:

\_\_\_\_\_  
Name, Phone, email

<b>Date:</b>	<b>Project Title:</b>
<b>Company:</b>	<b>Production Date(s) including alternative dates:</b>
<b>Authorized Company Representative:</b>	<b>Primary Contact/Title:</b>
<b>Address:</b>	<b>Primary Contact Phone No. - Office &amp; cell</b>
<b>Phone:</b>	<b>Backup Contact/Title:</b>
<b>FAX:</b>	<b>Backup Contact Phone No. - Office &amp; cell</b>

### I. Production Information:

<b>TYPE: (check)</b>				
Still Photography	Commercial	TV Movie	TV Episode	
Music Video	Feature Film	Corporate Video	Documentary	

<b>Total number of people on location</b> (including actors, crew members, support staff, catering, subcontractors, etc.)	
Preview/Technical Scout of Site (Dates)	
Set-up (Date, length of time, time of day)	
Production (start/stop)	
Breakdown and restoration (start/stop)	

### STUNTS/SPECIAL EFFECTS/OTHER ACTIVITIES PROPOSED: (check all that apply) [\* - See 36 CFR 251.54 (e)]

Non-motorized aircraft (balloons, hang gliders, etc)	Sexually oriented commercial services *	Military or paramilitary training or exercises *
Drone (UAS), Helicopter/ aircraft	Solid waste, radioactive or other hazardous materials *	Weather machines (snow cannon, snow gun, fog maker, etc.)
Pyrotechnics	Weapons	Noise effects
Domestic or wild animals	Gambling *	Outdoor lighting
Projectile throwing devices	Other (explain below)	Plants, rocks, soil, etc. from off-site

### USE OF SPECIAL AREA PROPOSED: (check all that apply)

Designated Wilderness	Administrative Site	Developed Recreation Site
Wild & Scenic River	Old Growth Area	Paved road (as part of filming)
Scenic Byway	Archeological site	Lakes or Wetland area
Research Natural Area	Historic Structure	Other (explain below)

**II. DESCRIPTION OF ACTIVITY:**

(Include map of area; Attach narratives and story boards of action in full description needed)

Parking plan (vehicles, equipment, aircraft)

Staging plan and layout of site (dressing rooms, catering, portable restrooms, etc.):

Environmental uses: include any proposed removal, introductions, harvest or uses of; vegetation (trees, brush, grass, wildflowers, etc), water bodies (streams, lakes, ponds, etc); animals (native wildlife, domestic and introduced species, insects); geologic features (rock outcrops, ground disturbance); weather (artificial snow, mist, fog, rain, etc)

**III. DESCRIPTION OF EQUIPMENT: (numbers of each)**

	Aircraft - motorized		Cars/sedans		Boats: motorized and non
	Aircraft- non-motorized		ATVs/4-wheelers		Generators
	Drones, UAS		Motorcycles		Semi -Trucks
	RVs/Trailers		Pickup trucks		Other (explain below)

**Summary of Action involving vehicles, equipment, special effects/stunts and other activities listed above:**

**Props Proposed:** (signs, buildings, vehicles, plants, etc)

**Traffic and safety control/special closures measures needed:**

Traffic and Safety controls for general public during filming activity:

Any necessary authorizations to use improvements not owned by/under the jurisdiction of the United States Government (i.e. structures, roadways, etc):

**Requestors Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This section to be completed by the Forest Service**

**FEES:**  
 Photography/Filming land use Fee: \_\_\_\_\_  
 Permit preparations/Monitoring Cost: \_\_\_\_\_  
 (See attached financial plan)

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

**Certification of Insurance Received?**  Yes  No

**Bonding:**  
 Required:  Yes  No Amount: \_\_\_\_\_  
 Received:  Yes  No

**Concessionaire/Permittee Coordination Required?**  
 Yes  No

**Other Landowner/Agency Coordination Required?**  
 Yes  No

**LAND USE FEE SCHEDULE - 2024**

**Minimum Use Fee:** \$134.00

**Still Photography**

1-3 people	\$134.00/day
4-15 people	\$287.00/day
16 or more	\$479.00/day

**Motion Picture & TV Production**

1-3 people	\$134.00/day
4-10 people	\$293.00/day
11-30 people	\$382.00/day
31-60 people	\$959.00/day
61 or more people	\$1,152.00/day

Fees are subject to change, contact local permit administrator to confirm fees.

In addition to the above use fee, **a minimum \$151.00** may be charged for permit processing. Additional cost recovery fees may be added depending on permit complexity and monitoring needs.

# Insurance Requirement

## 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,  
Name of your National Forest, and address here"***

**United States Government, c/o USDA Forest Service, Forest Name National Forest** 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: (coverage's shown minimums)

- (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)