

City of Lake Oswego

Filming Permit Application

Any individual or group making application for a Filming Permit must read the following and submit for approval each completed form.

Form A Application for Filming Permit within City Park

This form must be completed by the applicant and submitted to the Parks and Recreation Department. Form A must be completed and submitted seven (7) days prior to the date of the filming. Failure to submit the form in a timely manner could result in the City's denial of the event.

Form B City Services Involvement and Financial Impact

The Parks and Recreation Department will complete this form and an approved copy will be given to the applicant.

Form C Permission to Use Private Facilities

This form is to be completed by property owner if applicant anticipates the use of private property.

Form D Release and Indemnity Agreement

The applicant must complete this form.

Form E Check List for Event within City Park

This is a general description of the required information, insurance, maps, permit fee, etc., which will usually be required when conducting any filming on city property.



Form A

City of Lake Oswego
Parks & Recreation
4101 Kruse Way
Mail to: PO Box 369
Lake Oswego, OR 97034
(503) 675-2544

Permit Application for Filming within City Parks

This application must be completed and submitted for review at least seven (7) days prior to the date of the filming.

Name of Event to be Filmed

Event Date Time From To

Applicant or Firm

Name

Address

Fax #

Day Phone

Evening Phone

Contact Person

(If different from applicant)

Name

Day Phone

Evening Phone

Number of Participants?

Parking Needed?

Yes

No

Type of Vehicles and Number

(List on separate page if necessary)

Restroom Facilities Needed

Yes

No

Provide Release and Indemnity Agreement

Yes

No

Provide Certificate of Insurance

Yes

No

Park Use Permit Issued

Yes

No

An authorized official from the following department is required to sign off before approval of this permit. If a department's involvement is needed, a further explanation of specific needs must be explained in detail.

Police Department

Fire Department

Maintenance Services

Traffic Engineering Department

City Attorney's Office

Finance Department

Parks and Recreation Department

City Services Involvement and Financial Impact

(To be completed by City staff)

| Participating Departments | | Personnel and Equipment Costs |
|----------------------------------|--------------------------|--------------------------------------|
| Police | <input type="checkbox"/> | _____ |
| Fire | <input type="checkbox"/> | _____ |
| Parks and Recreation | <input type="checkbox"/> | _____ |
| Maintenance Services | <input type="checkbox"/> | _____ |
| Other | <input type="checkbox"/> | _____ |

Copy given to applicant on _____
Date

Permission to Use Private Facilities

I, _____
(the legal owner) (authorized agent)

of the property located at

hereby authorize

the use of the facilities at the above address on

between the hours of _____ and _____.

Signature of Applicant

Signature of Private Facility Owner

(This form is for events with normal liability risks. If the city determines that you have extraordinary liability risk, you must provide additional insurance coverage. Please contact the Finance Department, Risk Management.)

Release and Indemnity Agreement

In consideration of being permitted to film the following

_____ (list name of production)

in the public areas of the City of Lake Oswego park _____ (name of park)

on _____ (date) "the sponsor" _____ (applicant)

for itself, legal representatives and assigns, shall defend, indemnify and hold the city, its officers, agents and employees harmless 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 sponsor, its agents or employees. The sponsor shall maintain liability insurance in the amount of not less than \$500,000 combined single limit for injury or death to more than one person in any one occurrence, property damage including loss of use, and \$1,000,000 general aggregate coverage. City shall be named as an additional insured, providing that no acts on the part of the insured shall affect the coverage afforded to the above policy and providing the city will receive thirty (30) days written notice of cancellation or material modification of the insurance contract.

Sponsor

By (name and title)

Address

Phone

Date

A copy of a Certificate of Insurance naming the City of Lake Oswego as Certificate Holder must be obtained and submitted to the city.

**Checklist of Required Information for Issuance of Filming Permit
within a City of Lake Oswego Park**

All persons or legal entities shall obtain a filming permit prior to filming motion pictures, commercials, or videotaped productions within City of Lake Oswego Parks. This requirement shall not apply to films made by amateurs or to the filming of news events by accredited representatives of news agencies. (Ord. #2072)

Complete the following items:

- 1) Name of person, firm, or corporation employing the person or persons who will conduct the filming. (Form A)
- 2) The name of the person who will be responsible for the filming crew on location in the City. (Form A)
- 3) Address of the applicant. (Form A)
- 4) The phone number of the applicant. (Form A)
- 5) The specific date, location, time of arrival on the filming site and the duration of filming (including site preparation, site restoration, and departure) for each scene to be filmed within the City park. (Form A)
- 6) Certificate of Insurance, naming the City as an additional insured, to be filed with the City department that issues the permit. (Form A)
- 7) Is a band, amplified music, or other type of entertainment proposed? (Noise Ordinance, LOC 42.537) (Form A)
- 8) Expected number of participants. (Form A)
- 9) The extent to which normal use of public property/right-of-way will or could be impaired or curtailed during filming. (Form A)
- 10) The number and location of vehicle parking spaces that will be needed during filming and the anticipated hours of use of the spaces. (Form A)
- 11) List all special vehicles, trailers, generators, and other production equipment used during filming. (Form A)
- 12) Location and type of restroom facilities. (Form A)

Form E (continued)

- 13) Obtain a copy of approved Form B - City Services Involvement and Financial Impact (i.e., number of police or other city personnel needed for traffic and/or pedestrian control, security of equipment, or other purposes during filming). (Form B)
- 14) Submit written authorization from the property owner if private property is to be used in conjunction with public property during filming. (Form C)
- 15) All equipment, debris, etc. shall be removed the same day of the filming. The refundable deposit is contingent on the City's satisfactory acceptance of the clean-up.
- 16) Complete park use permit. (Form A)
- 17) Sign release form holding the City of Lake Oswego and its officials harmless in connection with the filming. (Form D)