 **COMMERCIAL FILMING/STILL PHOTOGRAPHY PROPOSAL**

**Sierra National Forest**

|  |  |
| --- | --- |
| **Name/Company** *(legal entity name):* | **Project Title:** |
| **Date Submitted:** | **Production Date(s) including alternative dates:** |
| **Authorized Representative** *(\*individual designated to sign a permit and accept responsibility):* *\*Attach formal letter of designation on company letterhead*  | **Primary Contact** *(individual who will be on-site during filming)* | **Name**  |
| **Title** |
| **Primary Contact Phone number(s) email:** |
| **Backup Contact:** *(individual who will be on-site during filming)* | **Name** |
| **Title** |
| **Phone number(s) & email** |
| **Mailing/billing Address:** |  |
| **FAX:** |

**I. Production Information:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | TYPE: (check) |  |   |  |  |  |  |
|  | Still Photography |  | Commercial |  | TV Movie |  | Feature Film  |
|  | Documentary |  | TV Episode |  | Corporate Video |  | Music Video  |

|  |
| --- |
| **PROPOSED LOCATION(s):** (Legal description including size of area to be used) *Describe in detail the National Forest lands where you are proposing to conduct your activities. You must include the legal description (Township, Range & Section[s] of the proposed areas and attach USGS Topographic maps(s) (scale 1:24 000) or equivalent that shows all proposed shooting locations, staging areas, and roads/trails.* ***Your request will be delayed if the legal description and a map with sufficient detail is not provided****. Attach supplemental location aides such as photos, GPS points as needed.* |
| Total Number of people on location *(include actors, crew, support staff, catering, subcontractors, producers, etc.):* |  |
| Preview of Site (Dates) |  |
| Set Up *(date, length of time, time of day)* |  |
| Production *(start/stop Include alternative dates or weather day)* |  |
| Breakdown and restoration *(start/stop)* |  |

**STUNTS/SPECIAL EFFECTS/OTHER ACTIVITIES PROPOSED** (check all that apply)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Pyrotechnics |  | Sexually oriented commercial services\* |  | Military or paramilitary training or exercises by private organizations/ individuals\* |
|  | Solid waste, radioactive or other hazardous materials\* |  | Noise effects |  | Weather machines (snow cannon, snow gun, fog maker, etc.) |
|  | Domestic or Wild Animals |  | Weapons |  | Other: explain below |
|  | Aerial Stunts/ aircraft |  | Gambling\* |  |
|  | Non-motorized aircraft (balloons, hang gliders, etc.) |  | Projectile throwing devices |

\*These activities are not allowed, reference 36CFR 251.54 (e)

**SPECIAL CIRCUMSTANCES PROPOSED** (check all that apply)

|  |  |
| --- | --- |
|  | Helicopter/Aircraft Shoot *(Plan of Activity and Aviation Safety Plan required)* |
|  | Night Shoot *(Overtime payment required)*  |
|  | Other (describe) |

**SPECIAL AREAS** (check all that apply)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Wilderness congressionally designated, special restrictions apply-see ID2709.11, Ch. 40  |  | Developed Recreation Site (Camp ground, picnic area etc.) |  | National Trail, congressionally designated |
|  | Wild and Scenic River |  | Paved road (as part of filming) |  | Rivers/Streams |
|  | Scenic Byway |  | Archaeological Site |  | Meadows |
|  | Research Natural Area |  | Historic Structure |  | Lakes |
|  | Forest Service Administrative Site |  | Special Interest Area |  | Other (explain) |

**II. DESCRIPTION OF PROPOSED ACTIVITIES**

**Describe the production stating the story and all proposed activities, address impacts to the forest--ground disturbing and otherwise. Be detailed. Describe who, what, when, where and why. Attach additional sheets with narratives, script, shot list, story boards, photos as needed:**

**Parking Plan (vehicles, equipment, aircraft):**

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

**Environmental uses**(include any proposed removal, introduction, 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:**

|  |
| --- |
| **EQUIPMENT** (numbers of each) |
|  | Generators |  | Motorcycles |  | Aircraft non-motorized |
|  | Cars/ sedans |  | ATVs/4-Wheelers |  | Portable Restrooms |
|  | Pickup Trucks |  | Vans/Buses |  | Other: describe |
|  | Semi-Trucks |  | Projectile throwing devices |
|  | RVs/Trailers |  | Boats, non-motorized |
|  | Boats, motorized |  | Aircraft-motorized |

|  |
| --- |
| **CAMERA MOUNT:** (check all that apply) |
|  | Handheld |  | Dolly |  | Crane |
|  | Tripod |  | Dolly Track |  | Other (explain) |
|  | Car/pickup truck  |  | Jib arm |
|  | Helicopter  |  | Shot maker or process trailer |

**Describe Set Construction, Props proposed: (e.g. signs, buildings, vehicles, plants, etc.) if any:**

**Summary of specific action involving vehicles and/or equipment, special effects/stunts and other activities:**

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

Describe traffic and safety controls for the general public during filming activity. If needed, who is providing traffic control?Specifythe entity and attach a copy of the contractto this proposal. *(NOTE: traffic may not be held longer than 10 min.):*

**Any necessary authorizations to use improvements not owned by/under the jurisdiction of the United States Government (i.e. structures, roadways, etc.) .** Identify if part of the shoot will be on adjacent landowner’s land. (NOTE: *It is the responsibility of the proponent to determine if coordination with other agencies, private landowners and other Forest Service special-use permit holders is necessary. Attach copies of other agency permits and/or letter(s) of permission from other entities.)*

**IV. ADDITIONAL INFORMATION:**

**Information for HELICOPTER USE only:**

|  |
| --- |
| List location of base staging for each filming area and locations of landing zones: |

**Information for locations where RIGGING is required (for “over the edge rigging”):**

|  |
| --- |
| Describe in detail what, whom, and how suspension over the edge is proposed): |
| Bolt Anchors (check all that apply) |  | Drilled |  | Natural  |
| Number of prep days required : |

**Information for use of LIVESTOCK OR TRAINED ANIMALS only:**

|  |
| --- |
| Number and type of animal |
| Manner of transportation / Special staging corralling needs on National Forest lands |

|  |  |
| --- | --- |
| **Name of person submitting this proposal** (print): | **Title:** |
| **Signature:**  | **Date** |

**This Section is for U.S. FOREST SERVICE Use only**

**Fees (BFC #\_\_\_\_\_\_\_\_\_\_\_\_\_):**

**Cost Recovery: Permit Processing \_\_\_\_\_\_\_**

 **Monitoring \_\_\_\_\_\_\_**

 **Land use: \_\_\_\_\_\_\_**

 **TOTAL \_\_\_\_\_\_\_**

**Bonding Required:**

**YES Amount:\_\_\_\_\_\_\_ NO**

**Letter of Authorization for the permit signatory?**

**YES NO**

**Legal Description and Map with sufficient detail provided?**

**YES NO**

**Proof of Insurance submitted?**

**YES NO Certificate of Insurance**

**YES NO Additional Insured Endorsement**

**YES NO Insurance Policy Declarations Page**

**Other Landowner/Agency Coordination Required? *(i.e. DWP, BLM,CALTRANS, County, Town., PG&E, SCE)*:**

 **YES NO**

**Concessionaire/ Other Permittee Coordination Required?**

**YES NO**

**Aviation Safety Plan Required? *(any use of aircraft needs this)*:**

**YES N/A**

**FEES (2020)**

**COST RECOVERY FEES-** Cost recovery fees are charged for processing an application as well as for monitoring authorized use for compliance with the terms and conditions of the permit. There is a separate one-time fee each for processing and for monitoring. Cost Recovery fees for Categories 1 through 4 are non-refundable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Number of Hours** | **Processing** **One-time fee** | **Monitoring** **One-time fee** |
| Category 1  | >1 up to8 | $130.00 | $130.00 |
| Category 2  | >8 up to 24 | $459.00 | $459.00 |
| Category 3  | >24 up to 36 | $864.00 | $864.00 |
| Category 4  | >36 up to 50 | $1,239.00 | $1,239.00 |
| Category 5 & 6 | >50  | Separate Agreement required, fee varies | Separate Agreement required, fee varies |

**BASIC DAILY FEE**

|  |  |  |
| --- | --- | --- |
| **Number of persons** **on location** | **Motion Picture, Television, Video** **(per day)** | **Still Photography** **(per day)** |
| **1-10**  | $271.41 | $90.49  |
| **11-30** | $361.89 | $271.44 |
| **31-60** | $904.76 | $452.38 |
| **More than 60** | $1089.18 |

Fees are subject to change and required to be paid in advance.

Fees must be paid prior to execution of the permit and commencement of activities.

**FORM OF PAYMENT**

* Cost Recovery fees and Basic Daily Fee shall be combined into one payment
* Make Check/Money Order/Cashier’s Check payable to: USDA Forest Service
* Pay in Person by check or plastic card: Sierra National Forest Headquarters 1600 Tollhouse Road, Clovis, CA 93611
* Pay Online by check or plastic card :<http://www.fs.fed.us/billpay/>
* Pay by mail to the Forest Service payment lockbox at: USDA Forest Service, C/O US Bank, P.O. Box 6200-09, Portland, OR 97228-6200

**INSURANCE REQUIREMENTS**

The following insurance guidelines are provided to show why insurance requirements are necessary; how to show proof of insurance, and how the *Certificate of Insurance* and insurance policy *Additional Insured Endorsement* need to be prepared to meet Forest Service 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, USDA 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 United States Government, c/o USDA Forest Service.

Proof of insurance must be included with your *Filming Proposal* package. Your proposal will be returned if you do not attach the necessary insurance documents. Proof of insurance consists of: 1) a properly completed *Certificate of Insurance* (submitted on the 2009 edition of the industry standard ACORD 25 Form, 2) the Policy *Declarations page* listing all of the policy endorsements and exclusions*,* and 3) an *Endorsement* naming the United States Government as an additional insured. The face of the *Certificate of Insurance* and the *Additional Insured Endorsement* must show the two mandatory clauses in the exact wording listed below. For some projects the Forest Service may need to review the entire insurance policy. We will notify you if you need to furnish a copy of the complete policy.

The following acceptable additional insured clause *shall be shown in verbatim* on the face of the *Certificate of Insurance* and appear on the *Additional Insured Endorsement or 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 on the *Additional Insured Endorsement or 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, USDA Forest Service

C/O Sierra National Forest

1600 Tollhouse Road, Clovis, CA. 93611

To the attention: Special Uses

United States Government, C/O USDA Forest Service, Sierra National Forest shall be listed in the certificate holder box and on the additional insured policy endorsement.

If these clauses are not on the Certificate of Insurance in verbatim, and are not included in the policy, or on a policy endorsement as stated above, a Special Use Permit will **not** be issued. No exceptions.

The minimum amount of insurance required is $1,000,000 Combined single limit. If aircraft is involved, the Minimum Coverage amount is $5,000,000.

The period of coverage must extend to any and all areas of permitted operations on Forest Service land for as long as the permit authorizes a permit holder to operate on said land.

The policy coverage must extend to all operations authorized by the permit.

A performance bond may be required to return the permit site to acceptable condition.