**FILM AGREEMENT APPLICATION**

the following information is required from parties that wish to film on city-owned property. additional information may be requested.

Please note: **$250.00** fee [nonrefundable] to process the application payable which is payable upon submission of application @ 1001 SW 5th Ave, 5th Floor Portland, OR 97204 | Attn: Sue Connelly and/or Pauline Goble

**Business Details:**

1. **Name of company:**
2. **Name under which you will do business and are insured:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Type of ownership (corporation, partnership, sole proprietor, etc.):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Federal Tax ID number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. **State of Oregon, Secretary of State, Corporation Division registry number:** \_\_\_\_\_\_
6. **City of Portland Business License No. *or* Registration No. if exempt:**

***OR*** *submit copy of Business License Application (screen shot acceptable)*

1. **Current principal business address of film company:**
2. **Current local business address of film company­ (or temporary address, if applicable):**

1. **Address for Notices under the Agreement:**
2. **Name of film, television show or commercial:**
3. **Name of Producer of film, television show or commercial:**
4. **Name and position of person signing Film Agreement (must have signing authority):**

--- Continue to next page---

**Location Details:**

1. **Which City building will be used?**
2. **What areas within the building are to be used?**
3. **If this is a parking garage, how many parking spaces will be reserved/used by the Company and/or the crew/actors/employees?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Dates for set up, filming and break down:**

1. **Hours of use for each date requested**:

1. **Do you have any security, janitorial and/or maintenance staff requests?**

1. **Will you have a generator for this shoot?** \_\_\_\_\_\_\_\_\_ **Will it be parked on the street with cables running through the building? If so, please include a photo/drawing showing exactly where you would like to place the generator, and where any and all cables will be located.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Will you have a caterer and will be people be eating inside or outside? If so, please provide details:**

Completion of this application is not a promise to allow access to City property for filming and does not create a binding agreement between the parties. Please note there is a **$250.00** non-refundable fee to process the application and prior to the film date a **$5,000.00** refundable film deposit due prior to filming.

Applicant certifies that the information provided in this application is a complete and true representation of applicant’s business background, and understands the City has the right to decline to allow filming on City property to a person or entity that provided false, misleading or untruthful information to the City.

Further financial and personal background information may be required by the City.

**Contact for Film Agreement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Name and Title***

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Telephone(s)*** **Work:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Cell:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fax:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Contact for Film Agreement (Person Coordinating Shoot):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Name and Title***

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Telephone(s)*** **Work:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Cell:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fax:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_