PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

FILM PERMIT APPLICATION – DIRECTOR PARK

Organization Name Insuring Shoot: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Main Contact Name: _____

Daytime Phone #: _____ Cell #: _____

Client Name: _____ Fax #: _____

What location(s) of Director Park will you be using? (Please check all that apply)

☐ Lower Terrace ☐ The Bosque ☐ Plaza
☐ Teachers Fountain ☐ Entire Park (excluding streets)

(*Note*: the leased café space, the upper terrace, and the parking garage exit structures are not available for use.)

Expected Attendance of Cast & Crew: _____

Please check: Is this a… ☐ Still Shoot ☐ Film/Video Shoot

SHOOT Date(s): _____ Arrival Time: _____ Departure Time: _____

Rain Date(s): _____ Arrival Time: _____ Departure Time: _____

- For each date booked, you receive a free rain date. You may use either the SHOOT or the RAIN date, not both.

Note: From dusk until midnight Director Park will be alive with the colors from the art lighting under the canopy.
Note: Please keep in mind that no vehicles are allowed in Director Park (load-in, load-out or during a shoot).

Will you have amplified sound and/or music and/or generator? ☐ Yes ☐ No
If yes, describe: _____

Will you use canopies or tents? ☐ Yes ☐ No
If yes, number: _____ Tent Size(s): _____

Will you have a catering service? ☐ Yes ☐ No
If yes, where and with what equipment / vehicles: _____

Will you need park electricity? ☐ Yes ☐ No
If yes, please draw on site plan location needing electricity.

What props do you plan on using for the shoot? _____

What camera set-up will you be using? (Hand-held, tripod, etc.) Please give describe below, including any equipment to be brought into the park. (i.e. camera equipment, lighting equipment, dolly track, etc. Attach an additional page, if necessary. Draw on attached site plan. Also include items to be used in the pictures (tables, recreation equipment, etc.)

_____

_____

SUBMIT YOUR APPLICATION ANY OF THREE WAYS:

1. **By Fax:** **503.823.2358** (Please e-mail DirectorPark@portlandoregon.gov to confirm)
2. **By E-mail:** **DirectorPark@portlandoregon.gov**
   Please put "Film Permit Application for (your event name)" in the Subject line
   Include e-mail appropriate attachments for PC download (MS Word, Excel, or PDF)
3. **By Mail:** Director Park – Portland Parks & Recreation
   Film Permit Application, 2909 SW 2nd Avenue, Portland, OR 97201

Revised May 2011