

FILM & VIDEO, STILL PHOTOGRAPHY & B-ROLL

Portland Parks & Recreation (PP&R) created this policy to support film and video production, still photography, and B-Roll within City of Portland parks.

APPLICATION / PROCESSING FEES

Complete and submit “Director Park, Gateway Discovery Park & Holladay Park Film Permit Application” and fee that applies below.

- Application/Processing Fee with more than 3 business days notice: \$117
- Application/Processing Fee with 3 business days or less notice: \$234

FEE WAIVER ELIGIBILITY

Fee waivers are available for the following types of activities and whose use does not exclude “in season” athletic league play or PP&R recreation or educational programming.

The following permits are eligible for 100% reduction of Usage Fees.

- News Production, Cable Access, Public Service Announcements.
- Documentary/Advertising/Marketing for the promotion of Portland Parks & Recreation, City of Portland, Metro Area or the State of Oregon.
- Student Film for class projects or non-commercial student productions.
- Note: Fee waivers do not wave extra fees such as vehicle access, electricity, application/processing fees, etc.
- Fee waivers are also available to groups who will have 10 or fewer people within the park and whose use does not exclude “in season” athletic league play or PP&R recreation or educational programming.

USAGE FEE RATES

Rental fees are based on the following use times.

<u>Film & Video</u>		<u>With Fee Waiver</u>
Hourly	\$84/hour (two hour min.)	\$42 (two hour minimum)
<u>Still Photography Fees</u>		<u>With Fee Waiver</u>
Hourly	\$47 (two hour min.)	\$24 (two hour minimum)
Pittcock Mansion Photo Session	\$137 (two hour min.)	
<u>B-Roll</u>		
Day	\$117	

CONTACT INFORMATION

Director Park:	503-823-8087	Directorpark@portlandoregon.gov
Gateway Discovery Park:	503-823-4199	Gatewaydiscoverypark@portlandoregon.gov
		<i>Phone # active beginning in May/June 2018 - prior to that time, call 971-275-3081</i>
		<i>Park is still under construction, with an anticipated opening in May/June 2018</i>
Holladay Park:	503-823-8087	Use Director Park Email
Permits for Other City of Portland Parks:	503-823-2525	Portlandparks.org



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HOW TO APPLY

- Complete Director Park, Gateway Discovery Park and Holladay Park Film & Video, Still Photography & B-Roll Application.
- Submit by email.
- For availability and more information, contact the site.

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CHANGES

- All Film & Video & Still Photography & B-Roll permits issued from Director Park, Gateway Discovery Park and Holladay Park are allowed one change in date.
- Any further changes may incur an additional application/processing fee.

RAIN DATES

- All Film & Video, Still Photography & B-Roll Applications issued from Director Park, Gateway Discovery Park and Holladay Park are allowed one rain date per date booked at no charge at the time of booking.

MULTIPLE DAYS

- Any large film shoot (multiple days in one park or multiple parks over several days) pays the larger application fee once and a deposit for the estimated amount for time reserved.
- The Production Company is allowed to call and make any number of changes with minimal notice without additional charge until the deposited fees are exhausted.
- If there is a credit balance at the end of the shoot, the remainder is refunded.

AVAILABILITY & LEAD TIME

- Portland Parks & Recreation will make every effort to negotiate use when the desired location is not available.
- Please be advised that this is made more difficult the shorter the lead time.
- For Director Park, Gateway Discovery Park and Holladay Park due to the nature of the sites, programming and staffing levels, as much notice as possible is appreciated for these permits, preferably five business days.



FILM & VIDEO, STILL PHOTOGRAPHY & B-ROLL PERMIT APPLICATION

DIRECTOR PARK, GATEWAY DISCOVERY PARK & HOLLADAY PARK

CONTACT INFORMATION

Production Company (Name on Insurance): _____

Main Contact: _____ Email: _____

Main Contact Address: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Day of Shoot Contact Name: _____ Cell Phone: _____

FILM DETAILS

Type of production: Film/Video Shoot Still Shoot B-Roll

Subject of production: _____

Number of crew members: Cast: _____ Crew: _____

Number of vehicles: _____ Type of vehicles: _____

Will you have on-site catering? _____ If Yes, explain: _____

Will you have canopies or tents? Yes No If Yes, # & Size: _____

Will you have amplified sound? Yes No

DATES & PARK

Park Name: Director Park Gateway Discovery Park Holladay Park

What location(s) in the park would you like to use? _____

- In Director Park, the cafe area upper terrace is not available without advanced approval from tenant.
- In Director Park, the parking garage elevator and stairwell structures are not available without advanced approval.
- Gateway Discovery Park is a new park opening May/June 2018 at 106th & NE Halsey.
- In Holladay Park, during the summer months and during Spring Break, the middle of the park is programmed.

SHOOT Date(s): _____ Set-up Time: _____ Film Time: _____ Take Down Time: _____

- For large film shoots, an on-site meeting will be required in advance to discuss the logistics of the shoot.

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.

ACTIVITIES

Drive By Set Construction Electricity Other: _____

Explosions Car Stunt Tow Shots Other: _____

Wet Downs Stunts Animals Other: _____

Please give a detailed event description, describing the location within the park, any equipment to be brought into the park (i.e camera equipment, lighting equipment, dolly track, etc. Please attach additional pages if needed):

- Permittees may not arrive before 7am in Director, Gateway Discovery & Holladay Park due noise impacts on residences & hotels.

NON-REFUNDABLE APPLICATION FEE

- \$117 submitted 4 business days or more
- \$234 submitted 3 business days or less

HOW TO SUBMIT APPLICATION

Phone: Application fee rental fees may be paid over the phone with credit card or mailed.

Email: Director & Holladay Park: Directorpark@portlandoregon.gov

 Gateway Discovery Park: Gatewaydiscoverypark@portlandoregon.gov

Mail: Director, Gateway & Holladay: 2909 SW 2nd Ave., Portland, OR 97201

Questions: Director Park & Holladay Park: 503-823-8087

 Gateway Discovery Park: 503-823-4199/971-275-3081

 PP&R Customer Service Center: 503-823-2525 - All other PP&R permitted parks