



Land Between the Lakes National Recreation Area

## Photography and Filming Request Form

<p><b>Date:</b></p> <p><b>Company:</b></p> <p><b>Address:</b></p> <p><b>Authorized Company Representative</b> <i>(applicant signing this form):</i></p> <p><b>Phone:</b></p> <p><b>Email:</b></p>	<p><b>Project Title:</b></p> <p><b>On Site Contact Name:</b></p> <p><b>Contact Title:</b></p> <p><b>Cell Phone:</b></p> <p><b>Email:</b></p> <p><b>On Site Backup Contact Name:</b></p> <p><b>Backup Contact Title:</b></p> <p><b>Cell Phone:</b></p> <p><b>Email:</b></p>
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### I. PRODUCTION INFORMATION:

<p><b>Type:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Still Photography</li> <li><input type="checkbox"/> Commercial</li> <li><input type="checkbox"/> TV Movie</li> <li><input type="checkbox"/> TV Episode</li> <li><input type="checkbox"/> Feature Film</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Music Video</li> <li><input type="checkbox"/> Corporate Video</li> <li><input type="checkbox"/> Documentary</li> <li><input type="checkbox"/> Other (please describe):</li> </ul>
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**Proposed name(s) of location(s), including staging areas:** *Describe proposed location (including size of area used and legal description) OR attach a detailed map. Show on map or describe the proposed staging area. Include in your staging information any dressing rooms, catering, portable restrooms, etc.*

**I. PRODUCTION INFORMATION *(continued)*:**

**Total number of people on location** *(include actors, crew members, etc.):*

**Production date(s)** *(include alternative dates and/or weather days):*

**Set up** *(date, length of time, time of day, # of people):*

**Production** *(start/stop times and dates, # of people):*

**Breakdown & restoration** *(start/stop times and dates, # of people):*

<p><b>Stunts/special effects proposed::</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Pyrotechnics</li><li><input type="checkbox"/> Hazardous materials <i>(Provide MSDS)</i></li><li><input type="checkbox"/> Domestic or wild animals</li><li><input type="checkbox"/> Riparian area</li><li><input type="checkbox"/> Developed recreation area</li><li><input type="checkbox"/> Vehicle crash</li><li><input type="checkbox"/> Aerial stunts</li><li><input type="checkbox"/> Other:</li></ul>	<p><b>Special request information:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Use of aircraft <i>(describe type, time of day, flight pattern):</i> _____ _____</li><li><input type="checkbox"/> Specific weather conditions</li><li><input type="checkbox"/> Night shoot</li><li><input type="checkbox"/> Overnight set storage and/or guard</li><li><input type="checkbox"/> Other:</li></ul>
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**II. DESCRIPTION OF PROJECT**

**Project Description** *(attach photos or story boards if applicable and describe any proposed ground disturbing activities):*

**II. DESCRIPTION OF PROJECT (continued):**

**Action(s) involving vehicles and/or equipment:**

**Props proposed**

**Traffic and safety control/special closures measures needed** *(have you obtained permission to use improvements not owned by/under the jurisdiction of the United States Government, i.e. structures, roadways, etc.?):*

**If needed, who is providing traffic control?** *(attach copy of contract):*

**III. DESCRIPTION OF EQUIPMENT:**

**Equipment Detail (numbers):**

\_\_\_\_\_ **Generators** \_\_\_\_\_ **Cars** \_\_\_\_\_ **Trucks** \_\_\_\_\_ **RVs** \_\_\_\_\_ **OHVs**

\_\_\_\_\_ **Trailers** \_\_\_\_\_ **Tents** \_\_\_\_\_ **Golf carts** \_\_\_\_\_ **Other equipment** *(describe):*

\_\_\_\_\_

**APPLICANT'S SIGNATURE:**

**DATE:**

*Important insurance and fee information on next page.*

## Fees and Insurance Information

**NOTE:** When your application has been accepted, the Forest Service will identify the fees necessary to issue the permit. Processing fees and land use fees must be paid prior to the issuance of a permit.

<p><b>Below section to be completed by the Forest Service:</b></p> <p><b>Photography/Filming Land Use Fee:</b> _____</p> <p><b>Permit Preparation/Monitoring Cost:</b> _____ <i>(see cost recovery information)</i></p> <p style="text-align: right;"><b>Total Amount:</b> _____</p> <p><b>Certification of Insurance Received:</b></p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Bonding:</b></p> <p>Required: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Amount:</b> _____</p> <p>Received: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Concessionaire/Permittee Coordination Required:</b></p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Other Landowner/Agency Coordination Required (SHPO, County, etc.):</b></p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Letter of Authorization Required:</b></p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Aviation Safety Plan Required? (any use of aircraft needs this):</b></p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>Fee and Insurance Information:</b></p> <p><b>Land Use Fee Schedule</b> <i>(fees subject to change)</i></p> <p><b>Minimum Use Fee</b> \$100.00</p> <p><b>Still Photography</b>          1-10 people     \$50.00/day          11-30 people    \$150.00/day30 or more                                   \$25000/day</p> <p><b>Motion Picture &amp; TV production</b>          1-10 people     \$150.00/day          11 - 30 people   \$200.00/day          31-60 people    \$500.00/day61 or more                                   \$600.00/day</p> <p>The Proponent is required to pay separate processing and monitoring fees once the application has been accepted by the Forest Service (36 CFR 251.58). Both fees are based on the amount of time Forest Service spends on processing the application or monitoring the use in accordance with the following fee schedule:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Category</th> <th style="text-align: center;">Hours</th> <th style="text-align: center;">Fee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">&gt; 1 Hour up to 8 Hours</td> <td style="text-align: center;">\$107</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">&gt; 8 Hours up to 24 Hours</td> <td style="text-align: center;">\$379</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">&gt;24 Hours up to 36</td> <td style="text-align: center;">\$712</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">&gt; 36 Hours up to 50</td> <td style="text-align: center;">\$1,021</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">&gt; 50 Hours</td> <td style="text-align: center;">Full Cost Recovery Fees</td> </tr> </tbody> </table> <p><b>Additional fees may be added depending on permit complexity and monitoring needs.</b></p> <p><b>Certificate of Insurance Required</b> See attached insurance requirements.</p>	Category	Hours	Fee	1	> 1 Hour up to 8 Hours	\$107	2	> 8 Hours up to 24 Hours	\$379	3	>24 Hours up to 36	\$712	4	> 36 Hours up to 50	\$1,021	6	> 50 Hours	Full Cost Recovery Fees
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*USDA is an equal opportunity provider, employer, and lender.*

## USDA Forest Service Insurance Requirements

The following insurance guidelines are provided to show why insurance requirements are necessary and how the Certificate of Insurance needs to be prepared to meet the 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* (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 *U.S. Government, c/o USDA Forest Service*.

A Certificate of Insurance must be presented to the Forest Service before a Special Use Permit will be issued. For long-term or high-risk projects, the Authorized Officer may require that a copy of the actual insurance policy be furnished before the permit is issued.

The following acceptable additional insured clause shall be shown in verbatim on the face of the Certificate of Insurance or Binder and, as a clause or an endorsement 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 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, U.S. Department of Agriculture, Area Supervisor,**

***Land Between the Lakes National Recreation Area, 100 Van Morgan Drive, Golden Pond, KY 42211.”***

**United States Government, c/o USDA Forest Service, Land Between the Lakes National Recreation Area** shall be listed in the certificate holder box.

If these clauses are not on the Certificate of Insurance in verbatim, and are not in the insurance policy or on an endorsement as stated above, a Special Use Permit will **not** be issued.

The amount of insurance required will depend on the degree of risk involved. The Forest Representative administering the special use permit will inform the prospective permittee of the required liability coverage necessary, such as: (coverage’s shown minimums)

- (1) \$ 25,000 Property Damage
- (2) \$100,000 Death or injury to One Individual, and
- (3) \$300,000 Death or injury to more than One Individual
- (4) \$300,000 Combined Single Limit (CSL)