

Airport Film Permit Worksheet

*The information you provide on this worksheet will be the basis of your permit for filming at the airport. **Completion of this worksheet doesn't guarantee you a permit; this is the starting point from which we work with operations and terminal management to approve your request.** From the time this completed worksheet is submitted, it takes approximately five (5) business days to issue a permit.*

Email the completed worksheet to jennifer.fowler@portofportland.com

Company/Permittee Name: _____

(This needs to include the complete business registration information, e.g. is the company incorporated [Inc.], a limited liability partnership [LLP], etc.)

Company Mailing Address: _____

Company Phone # : _____

Contact Name and title: _____

(Name of the primary contact in working through the details of this permit)

Contact cell number: _____

Contact email address: _____

Requested date for filming (dd/mm/yy): _____

Time of day and total hours you anticipate being at the airport: _____

(Include load-out/set-up and wrap/load-in)

Total number of people who will be on site associated with the filming: _____

(Include cast/crew/extras in this count)

Total number of vehicles on site associated with filming: _____

Will you have oversized vehicles requiring special parking?: _____

Precise physical description of the area(s) where you wish to film/capture images:

(Provide identifying numbers of baggage carousels or gates, names of nearby shops/restaurants/airline ticket counters, etc. Please include as much detail as possible.)

Additional Specific Permit Requirements You Should Know/Understand:

Fees

The Port of Portland charges film access permit fees to cover the personnel time associated with the creation and management of a film access permit. These fees are primarily based on the location of your requested filming activities and the size of cast/crew you wish to bring onsite as well as the duration of time these activities are intended to take place at the airport. Fees cannot be determined without this information.

Commercial Liability Insurance is Required

Permittee must provide Port with a certificate of commercial liability insurance which shall include coverage for independent contractors and broad form contractual liability and shall have limits of not less than one million dollars (\$1,000,000.00) per occurrence.

- **The liability policy must cover the Port, its commissioners, directors, and employees as additional insureds. This must be confirmed on the insurance certificate.**

The Port of Portland address for the insurance certificate is as follows:

Port of Portland
7200 NE Airport Way
Portland, OR 97218

Who signs the Permit?

The person signing the Permit must be an officer or otherwise authorized representative of the party to whom the Permit is issued, not necessarily the contact person with whom the airport is working.

If signatory authority is not apparent (e.g. the President of a company); the Permittee must provide documentation showing that the person signing the Permit has the legal authority to do so.

Working with Airlines/other Airport Tenants

If the areas in which you wish to film are leased to an air carrier or other airport tenant, you will need to obtain the permission of that air carrier or tenant to film the space.

If the filming is to take place wholly in leased space, you will not need a Port-issued film access permit.

Should your filming request include activities in tenant space as well as Port space, you will be required to have a Port-issued film Permit.

Catering / Consuming Food during Filming

If catering is a requirement for your film project, you may not arrange for catering of any food or beverages during the course of the filming other than with concessionaires operating at the airport.