



City of Lake Oswego
Film/Photo PERMIT

Permit must be submitted at least 45 days prior to the event

SUBMISSION OF APPLICATION

The City of Lake Oswego has been the location for several motion pictures, commercials, video productions, and photo shoots. To promote success, safety, and maintain livability at all sites, the City of Lake Oswego requires all persons or legal entities to obtain a Film/Photo Permit.

FILM/PHOTO DATE, TIME & LOCATION

Production Title: _____
Production Date(s): _____ Single Day Multi-Day
Start Time: _____ End Time: _____
Type of Production: Commercial Feature Film/Motion Picture Music Video
 TV Series/Pilot/Reality Still Photo Other: _____

APPLICANT INFORMATION

Organization Name: _____
Mailing Address: _____
City/State/Zip Code: _____
Telephone: _____ Alternate Phone: _____
Email: _____

EVENT LOCATIONS and CONTACT INFORMATION

Base Camp Location: _____
Name: _____ Phone: _____
Crew Parking Location: _____
Name: _____ Phone: _____
Catering Location: _____
Name: _____ Phone: _____

PRODUCTION VEHICLE PARKING/STAGING

(Attach Permission to Use Private Facilities Form if needed)

Number of Vehicles and Types of Vehicles:	Length of Vehicles:
# _____	_____
# _____	_____
# _____	_____
# _____	_____



PORTABLE RESTROOMS

Number of Restrooms: _____ Location: _____
Number of Restrooms: _____ Location: _____

PYROTECHNICS/SPECIAL EFFECTS

Special Effects– The use of articles containing a pyrotechnic composition designed, manufactured, assembled, or discharged in connection with television, motion picture productions, stage shows, or other entertainment events. A State of Oregon “Application for Special Effects Displays Permit” is required and must be signed by the Lake Oswego Fire Marshall Office and Lake Oswego Police Department Traffic Lieutenant.

Type of Pyrotechnics: Smoke Open Flame Gun Fire Fireworks
 Cannon Fire Blasting Explosions Other

TENTS and CANOPIES

Tents or canopies exceeding 400 Square Feet may require a tent permit from the Fire Department.

Tent Permit Required? Yes No

If Required, was it obtained? Yes No

CERTIFICATE OF INSURANCE

Yes No Attached?
 Yes No Alcohol to be sold?

A certificate of insurance for general liability naming the City of Lake Oswego as primary additional insured for amount not less than \$2,000,000 combined single limit for injury or death or property damages (including loss of use) in any one occurrence, and \$3,000,000 general aggregate coverage. City to receive 30 days notice of cancelation or material modification. If alcohol is to be sold, and OLCC permit and a statement of liquor liability coverage is also required (The City reserves the right to increase coverage minimum if event presents extraordinary risk).

RELEASE & INDEMNITY AGREEMENT

The undersigned Sponsor, by signature below, shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney’s fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connections with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the City, but is in addition to such common law or statutory provisions.

Continued on Page 3 →



APPLICANT'S/SPONSOR'S SIGNATURE

I do affirm that the foregoing statements and representations are binding upon the applicant and are executed pursuant to authority. The information submitted is true to the best knowledge of the undersigned, and the undersigned shall notify City in writing at any time as additional information is known or the plans for the event are revised which would alter the information and statements given.

Signature of Person Signing: _____

Name of Person Signing: _____

Title of Office: _____

Date: _____

**PLEASE SUBMIT THIS PERMIT TO THE CITY OF LAKE OSWEGO PARKS DEPARTMENT
NO LATER THAN 45 DAYS PRIOR TO THE EVENT.**

A copy of this permit will be sent to the applicant upon approval

CITY USE ONLY

Date Received: _____ Date Permit Issued: _____ Date Permit Mailed to Applicant: _____