PHOTOGRAPHY & FILMING REQUEST
EXHIBIT A
Humboldt-Toiyabe National Forest

Date: _____ Project Title: _____

Company: _____ Primary Contact/Title: _____

Address: _____

_____ _____

Phone: _____ Phone: _____

Fax: _____ Backup Contact/Title: _____

Fed Ex#: _____ _____

Production Dates(s): _____ Phone: _____

_____ _____

1. Production Information:

Type: Still Photography Commercial TV Movie
TV Episodic Feature Film Music Video
Corporate Video Documentary Other _____

PROPOSED LOCATION(S) (including size of area to be used, legal description):
_____
_____
_____
_____
_____

Set Up: (date, length of time, time of day): _____

Filming (start/stop): _____

Breakdown and restoration (start/stop): _____

Alternate filming Date: _____

Parking (vehicles, equipment, aircraft): _____

Staging (dressing rooms, catering, portable restrooms, etc.): _____

STUNTS/SPECIAL EFFECTS PROPOSED: NONE

Pyrotechnics	Hazardous Materials
Riparian Area	Aerial Stunts
Domestic or Wild Animals	Developed Recreation Site
Other _____	

Special Request information:	Wilderness	Use of aircraft (type, time of day, flight pattern)
	Weather	Other _____

Total number of people on location: _____

_____

(include actors, crew members, etc.)

II. DESCRIPTION OF ACTIVITY:

(Including map of area, proposed ground disturbing activities, attach narratives and story boards of action in full description needed).

_____

_____

_____

_____

_____

_____

III. DESCRIPTION OF EQUIPMENT:

EQUIPMENT DETAIL (numbers):	_____Generators	_____Cars
RVs 0	_____Trucks	_____Other

Action 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.)? _____

_____

_____

To be completed by Forest Service:	Fee Schedule
Fees Photography/Filming Fee: _____ Unique Site Fee:_____	**Still Photography** 1-10 persons $50/day 11-30 persons $150/day 30+ persons $250/day
Total Cost: _____ Certification of Insurance: _____ Bonding Information: _____	**Other Filming** 1-10 person $150/day 11-30 persons $200/day 31-60 persons $500/day 60+ persons $600/day
Cost Recovery Category: _____ Collection Agreement: _____	**Cost Recovery for Application Processing and/or Monitoring** Hours Rate 1 – 8 $ 151 9-24 $ 535 25-36 $ 1,007 37-50 $ 1,443 >50 Actual costs
Property Owner Permission Required: Yes No Road Encroachment Permit Required: Yes No	**Certificate of Insurance Required** (Must show Forest Service additional insured) (Minimum Requirements) $10,000 Property Damage $100,000 Death or injury to one individual, and $300,000 Death or injury to one individual

Insurance Requirements (Reference FSM 2713.32 and FSH 2709.11, -96-1)
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 manual/handbook 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 30day 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 provided 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, Forest Supervisor, Humboldt-Toiyabe National Forest, 1200 Franklin Way, Sparks, NV 89431."

The certificate holder must read **United States Government, c/o USDA Forest Service, Humboldt-Toiyabe National Forest.**

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: (coverages shown are minimums)

$10,000 Property Damage
$100,000 Death or Injury to One Individual, and
$300,000 Death or Injury to more than One Individual
$300,000 Combined Single Limit (CSL)

Email form to:

Kassidy Merritt
Spring Mountains National Recreation Area
4701 N. Torrey Pines Drive, Las Vegas, NV 89130
Phone: (702) 827-6459
Email: kassidy.merritt@usda.gov

Applicants Signature: _____ Date: _____