



4400 NE Century Blvd., Hillsboro, OR 97124; (503) 681-6120 office

Parks & Recreation Film Use Permit Form

Please do not submit with incomplete information.

General Production Information	
Production Title:	
Production Type:	Motion Picture Television Video Commercial B-Roll Footage

Production Company Information	
Company Name:	
Billing Contact Name:	
Office Telephone:	
Mobile Telephone:	
Email:	
Mailing Address:	
City:	
State & Zip Code:	

Primary Contact*		On-Site Contact	
Name:		Name:	
Mobile Telephone:		Mobile Telephone:	
Email:		Email:	

*The Primary Contact must be an authorized officer or representative of the Production Company and will receive all invoices, documentation, and authorized permits.

Filming Details
Location Requesting:
Location Type: City Park Recreation Center Park Facility City-Street or Public Right-of-Way
Need exclusive/secure use of location: Yes No
Please describe in detail what activities are involved:
Please describe the type of equipment that will be used (# of cameras, lifts, booms, tents/ canopies, etc.):

Date(s) Requesting:	Hours Requesting:
Arrival/Load- In Begins:	Departure/Load-Out Ends:
Expected Attendance On-Site:	
Number of Vehicles On-Site:	Size/Type of Vehicles On-Site:

Please select special effects involved (Public Safety Permit may be required):		
Fire Effects	Open Flame	Other, Please Describe:
Smoke machine	Lasers	
Propane Tank	Fireworks	
*Need secure access to power: Yes <input type="checkbox"/> No <input type="checkbox"/>		
*Additional fees apply. Only where accessible. Not every location has power.		

***Please attach and include an event site map of your intended use for review. This is required for all film requests. Materials will not be submitted to permitting team without an event site map.**

The applicant certifies that the information in this permit application is correct and complete. The permit may be revoked if the information is incorrect or incomplete; the request fails to comply with the attached rental packet information or with any condition set out on Exhibit A; or if the proposed activity no longer complies with the approval criteria because of a change in circumstance. The applicant will provide any additional information requested by the City. The applicant may need additional permits, licenses, and insurance for the activity. The person signing this application represents the applicant. Applicant is not affiliated, associated, authorized, endorsed by, or in any way officially connected with the City of Hillsboro, or any of its subsidiaries or its affiliates.

Applicant Signature _____ Date _____

For Office Use Only

Staff Signature:	Date Received:
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, comments:	

Filming Fees*	
Rental Fee: Varies	Refundable Deposit: \$250
Secure Electrical Access (if available on-site) \$75/hr.	Facility Supervisor (if applicable) \$40/hr.

*Additional fees may apply depending on the scope of the request.

Rental Procedure

- Cash, check, Visa, MasterCard and Discover are accepted.
- The refundable \$250 deposit is required at the time the reservation is made.
- Remaining balance is due 30 days prior to requested date.
- \$250 Deposit will be refunded if facility and equipment are left in pre-event condition and the renter is compliant with the stated policies and procedures. The deposit will be refunded the following week if paid by credit card or within three weeks if paid by check or cash.
- Clean-up fees will be charged for any mess left in the rented area that requires extra staff time.

Cancellation Policy

- Cancellation should be made at the earliest possible date.
- 50% of the rental fee will be assessed if you cancel within 72 hours of the reservation date.
- Due to unforeseen circumstances, the City reserves the right to reschedule or cancel a reservation.

Rental Guidelines

- Permittee shall be responsible to maintain and protect the premises for the duration of the activity/ rental and shall return the premises to pre-event condition. Should the permittee fail to do so, permittee shall be responsible for the cost of all required labor and materials to restore the premises to the pre-event condition. The applicant and the applicant's group are solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage.
- Vehicular traffic of any kind is prohibited on any facility or in a park unless supervised by City staff.
- If others will not yield your reserved area to you when requested, please call the police non-emergency number at 503-629-0111.
- No staples, tacks, tape or nails are allowed to attach tablecloths, decorations, signs, etc. to picnic tables, shelters, other park structures, or trees.
- No staking in to the ground. Tents and other items should be weighted down with sand bags or water barrels.
- Permission for amplified sound may be revoked at any time if deemed disruptive under Hillsboro Municipal Code 6.24.
- Alcoholic beverages are not permitted without prior approval. This law is strictly enforced.
- Use of any tobacco products or vaping is not permitted. This law is strictly enforced.
- User groups may not sell food, beverages, or any items in the park without permission from the Parks & Recreation Department.
- Parks are open from dusk to dawn unless other permission is given.
- Motorized vehicles are prohibited except in parking areas without prior approval.
- Dogs must be on leash and excrement must be removed from the park.
- There is no reserved parking at the various parks and plazas. Parking is first come, first served.
- No dunk tanks or slip'n'slides permitted. Small inflatables and piñatas are permissible with approval.
- Any permitted special uses may be revoked for cause with no reimbursement of fees.

Certificate of Insurance

- A **Certificate of Insurance** must be submitted prior to your rental and is required for the following: caterer or food vendor preparing food in park; alcohol on-site; rented tables, chairs, tents/canopies, portapotties, or other large structures or equipment on-site. Permittee shall provide a Certificate of Insurance naming the City of Hillsboro and its elected and appointed officials, officers, agents, employees and volunteers as additional insured with endorsement that meets the City's insurance requirements. For specific insurance requirements, please contact **City of Hillsboro's Risk Management Department** at **503-681-6455**.
- If you need help acquiring event insurance, the City of Hillsboro partners with **Event Helper** to provide individuals with insurance during their rental. Please visit this link to receive an insurance quote and/or to go through the step by step process.

Facility Supervisor

- A Facility Supervisor may be required at your filming. The Supervisor will be responsible for providing access to electrical/water hookups, monitoring the activity, ensure park rules are being followed, inspection of facility following the event, and securing the facility.

Additional Documents

In addition to the **Parks & Recreation Film Use Permit**, you may need one or more of the following in order to proceed with your request:

- The **Public Works Department's Special Event Permit** is required for any request that requires access to or closure of the public right-of-way, including public streets, sidewalks or City-owned easements. For more information, please contact the **City of Hillsboro's Public Works** at **503-615-6509**.
- If your request involves a gathering of more than 1,000 people; if it is an indoor activity that exceeds the building's rated capacity; or there will be cooking or heating equipment, entertainment stages, tents, and/or booths with electrical hookups, you need a Public Safety Permit. For more information, please contact the **City of Hillsboro's Fire Department** at **503-615-6746**.