



**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
FILMING/PHOTOGRAPHY PERMIT APPLICATION**

NAME: TELEPHONE #: EMAIL ADDRESS: ON-SITE FILM CONTACT: (name and cell phone)		ORGANIZATION: LEGAL MAILING ADDRESS OF ORGANIZATION: NAME & TITLE OF COMPANY EXECUTIVE TO EXECUTE PERMIT:
FILMING DATE(s):		FILMING TIMES:
LOCATIONS:		
EQUIPMENT: PLEASE LIST <u>ALL EQUIPMENT</u> TO BE USED. STATE <u>VOLTAGE</u> OF EACH PIECE OF EQUIPMENT IF YOU NEED WMATA POWER TO MEZZANINE LEVEL. MINIMUM POWER CHARGE=\$670 FOR THREE (3) HOURS. LIST EQUIPMENT/VOLTAGE 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____		NUMBER OF CREW MEMBERS: NUMBER OF ACTORS:
DESCRIPTION OF PROJECT:		

Contractual Agreement with WMATA: Each person who requests and is granted authorization to undertake filming or photography activity on WMATA property shall enter into a contractual permit agreement with WMATA which shall include but not be limited to the terms and conditions below:

Terms and Conditions:

Permittee may not setup or stand on the granite edge of the station platform or block any escalator, elevator, stairway, fare vendor, fare gate, or doorway of any rail car. Permittee must provide sufficient personnel to protect passengers from unsafe conditions created by their presence and equipment. In addition, crew must be positioned in such a way as not to inconvenience any passenger movement. Flash photography is not allowed, especially into oncoming transit vehicles (rail or bus). Under no circumstances is filming/photography allowed on board in-service buses or railcars. Federal regulations prohibit use of a Metrobus for filming/photography purposes without written approval by the Federal Transit Administration of US DOT (at least 30 days advance lead time would be required). Filming must be between 9:30 a.m. and 3:00 p.m., Monday – Friday.

All members of the film crew must limit their activities to publicly accessible areas only.

All members of the film crew must conform to all instructions given them by WMATA's filming representative, Station Manager, or WMATA Transit Police personnel at the scene.

All Permittees must name WMATA as an additional insured on their Commercial General Liability insurance policy. Railroad Protective Liability insurance is also required (RRPL) in WMATA's name with limits of \$2,000,000 per occurrence and \$3,000,000 in the aggregate. If Permittee will drive on WMATA property, Automobile Liability of \$2,000,000 combined single limit must be provided. The Certificate of Insurance must show evidence of \$1,000,000 of Workers Compensation Insurance. Permittee may purchase RRPL insurance through WMATA for a minimum daily fee of \$183.60. WMATA's Insurance Department will review the details of the filming activity and make the final decision on the amount of the RRPL fee. All Permittees must agree to indemnify WMATA for any and all liability arising out of the Permittee(s)' activities.

Permit Fee: Applicant shall mail two checks made payable to WMATA. One check made payable to WMATA is for the One Thousand Five Hundred Dollar (\$1,500) non-refundable base permit processing fee for the first day. If Permittee intends to use the M Logo during filming, the check would be for \$1,650. Applicant must also submit one check for \$183.60 for the daily cost of Rail Road Protective Liability Insurance (see page 3 below). Checks must accompany the original signed copy of this application to Cynthia Jachles, WMATA, Room 5B, 600 Fifth Street, NW, Washington, DC 20001. Permittee will be billed for costs of Metro employees required on-site, including power or other escorts as well as use of facilities/vehicles other than Metrorail stations. These fees will be calculated based on the information submitted above and Permittee will be billed for payment in advance of the scheduled shoot.

Print Applicant's Legal Company Name _____ Date Submitted _____

Signature of Applicant _____

Print Applicant's Name _____

Print On-Site (Day of Filming) Contact Name and Cell Phone Number _____

Please email this form **at least thirty (30) calendar days** in advance of requested shoot date to: cjachles@wmata.com. For questions call Cynthia Jachles at (202) 962-1586.

Print Name of Company Sponsoring/Producing Film (if different entity than Permittee):
(Please attach letter from Sponsor/Producer stating you are its agent for this purpose)

Mailing Address _____ City _____ State _____ Zip _____

Contact Name _____ Title _____

Telephone _____ Email _____

Print Here/or Attach Story Line of overall project and describe all scenes that will take place on Metro Property and chronology/time of scenes

WMATA BLANKET RAILROAD PROTECTIVE LIABILITY
(RRPL)INSURANCE PROGRAM
FILM PERMIT COVERAGE FORM

Permittee shall complete this form, sign and return with Permit Application. Coverage is \$183.60 per day of filming for base permit. For longer projects, Insurance Department will determine additional fee required.

Legal Name of Permittee and Address	
Description of Activities	
Unique Job Characteristics	
Est. # Days on Metro Property/ Requested Dates	
Project Solely for the Benefit of Permittee	
Job Location (i.e., address, station/facility name)	
WMATA Dept. Contact/Phone Number	Cynthia Jachles (202) 962-1586
RRPL Policy Fee/Invoice \$183.60 per day	

Signature of authorized Permittee representative:

_____ Date _____
 Printed Name/Title _____
 Telephone Number _____