



**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
FILMING/PHOTOGRAPHY PERMIT APPLICATION
PERMIT #FY2023-XX**

NAME: TELEPHONE #: EMAIL ADDRESS: ON-SITE FILM CONTACT: (name and cell phone)	ORGANIZATION (LEGAL NAME OF COMPANY DOING FILMING TO EXECUTE PERMIT): LEGAL MAILING ADDRESS: NAME & TITLE OF EXECUTIVE TO SIGN PERMIT:
FILMING DATE(s):	FILMING TIMES:
LOCATIONS:	
EQUIPMENT: PLEASE LIST ALL EQUIPMENT TO BE USED. STATE VOLTAGE 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& STORY LINE OF OVERALL PROJECT. Describe all scenes that will take place on Metro Property and chronology/time of scenes. Submit additional page, if necessary.	

Contractual Agreement with WMATA: Each person or company that 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 from 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.

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.

Railroad Protective Liability (RRP) insurance is also required. See below if Permittee wishes to participate in WMATA's Blanket RRP Policy. If Permittee chooses instead to purchase a separate RRP Policy, it must be in WMATA's name with limits of \$2,000,000 per occurrence and \$6,000,000 in the aggregate. Permittee may purchase RRP insurance through WMATA for up to 5 days of filming, fee is \$183.60 (i.e. 6 days would require an additional \$183.60). WMATA's Insurance (RISK) Department will review the details of the filming activity and make the final decision on the amount of the RRP fee. All Permittees must agree to indemnify WMATA for any and all liability arising out of Permittee(s)' activities.

1. RRP Fee: Applicant must also submit payment for \$183.60 for the 1-5 day cost of Railroad Protective Liability Insurance (see page 3 below). To pay electronically, please use the following link and enter **2510010** as the account number. <https://www.e-billexpress.com/ebpp/WMATANet/>. You will then need to send an email to jforrest@wmata.com advising that the premium was paid.

2. Permit Fee: Applicant must pay a non-refundable base permit processing fee. The fee is One Thousand Five Hundred Dollar (\$1,500). If Permittee intends to use the M Logo during filming, the fee would be \$1,650. The fee must be submitted electronically to the following link <https://www.e-billexpress.com/ebpp/WMATANet/>. Permittee name and proposed filming date should be written as Account Number.

3. Additional Costs: Permittee will be billed for any additional 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 _____

Please email this permit application 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 _____

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

Permittee must complete this form, sign and return with Permit Application. Coverage is \$183.60 per 5 days of filming for base permit. For longer projects, Insurance Department calculates an additional \$183.60 every 5 days.

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
RRP Policy Fee/Invoice \$183.60 per 5 days	

Signature of authorized Permittee representative: _____

Date _____

Printed Name/Title _____

Telephone Number _____

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