



**City of Tacoma Special Events Office  
Filming Guidelines and Agreement**

For office use only:

# \_\_\_\_\_

**PART ONE**

Project Name: \_\_\_\_\_

Production Company Name: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

**Background:** Film production is defined as feature film, television and commercial shooting, or still photography. Our office may be able to assist you by providing location and contact information to accommodate your production. The City of Tacoma will issue a permit for filming and also assist in logistical support, e.g., police, fire, street closures by connecting you with the appropriate agency, department or division.

**Procedure:** The applicant agrees to obtain a **Master Film Permit** from the Tacoma Venues & Events Department, (253) 573-2523 and to pay any and all fees attendant thereto. There is a \$50/\$100\* permit fee required. If additional City services are required, those costs will be invoiced after the permit is issued. The permit form requests information regarding crew size, locations to be used, shooting schedules and hours of shooting. Following receipt of the permit application, a meeting may be held with the Production Company, appropriate city departments/divisions and agencies to finalize logistic details.

**City Services:** Will be charged as follows:

Police Services (2019 rates) Per Officer – contact Sgt. Gary Roberts, Special Events Sgt. at (253) 405-9056 for an estimate and availability for off-duty police officers.

If City personnel/services are required for an extended period of time or outside normal business hours, additional fees may be charged. However, this can be determined during the initial permit application. The City does not provide barricades or traffic control plans; they must be obtained through private companies.

All other traffic control including traffic control plans, barricades, no-park signs, portable restrooms, etc., are the responsibility of the permittee, and are not paid for or supplied by the City of Tacoma.

**Certificate of Insurance:** The Producer shall attach a certificate of insurance, naming the City of Tacoma as an additional insured, in the amount of \$1,000,000.00 general liability\*\*, including bodily injury and property damage. The City of Tacoma, its corporate authorities, elected officials, officer boards, commissions, attorneys, employees and agents are made additional insured under Policy Number [redacted] with respect to any and all claims which arise out of or are in any way related to the operations of the above named film production company while present in the City of Tacoma.

Make the certificate holder out to:

City of Tacoma  
2727 East D Street  
Tacoma, WA 98421

\*\$50 Student project or B-roll only; \$100 Commercial project.

\*\*Office of Risk Management may require higher coverage and maintains discretion to do so.

For office use only:  
# \_\_\_\_\_

**Hold Harmless Agreement: Explicit in terms of liability insurance,** the permittee shall indemnify and hold harmless the City of Tacoma its officers, elected officials, agents, employees and volunteers from and against any and all claims, actions, suits, proceedings, costs, expenses (including attorney’s fees), damages and liabilities claimed by any person, organization, association or otherwise arising to or relating to any act or omission of the permittee, its agents, contractors or employees under this agreement. Such indemnification shall not be effective to the extent that the damage or injury result from the sole negligence of the City of Tacoma. The indemnification provided for in this permit shall service any termination or expiration of this agreement. Failure of the company to comply with the terms of the City of Tacoma’s permit as described may result in revocation of the permit.

**Questions:** Kala Dralle, Tacoma Community and Economic Development Department, (253)573-2523,  
E-mail kdralle@tacomavenues.org.

\*\*\*\*\*

I have read, understand and agree to abide by the terms and conditions of this agreement and permit to film in the City of Tacoma.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Sign & Date

(Authorized Agent)

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Authorized City Film Coordinator)



City of Tacoma  
Application for Master Film Permit

For office use only:  
# \_\_\_\_\_

**PART TWO**

Project Title: \_\_\_\_\_

Production Company Name: \_\_\_\_\_

Permanent Company Address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Local address: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Producer: \_\_\_\_\_

Production Manager: \_\_\_\_\_

Location Manager: \_\_\_\_\_

Location Production Office: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Location Manager: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Assistant Location Manager Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

This project is (check one):  Feature Film     Music Video     Corporate Video     Still Photography  
 Commercial     TV Movie     PSA     Documentary

Other as specified: \_\_\_\_\_

Size of crew: \_\_\_\_\_ Number of production vehicles: \_\_\_\_\_

Film dates: \_\_\_\_\_

Additional services needed:     City Police     City Parks     Fire/Harbor Patrol     Transit  
 Explosives     Health Dept.     Port of Tacoma     Noise Variance

Other: \_\_\_\_\_

**\*\*\*\*\* Permit to be issued by the City of Tacoma \*\*\*\*\***

Make check payable to: **City of Tacoma**  
Film Permit Fee: \$100.00 commercial | \$50.00 non-profit, student or B-roll only

received: \_\_\_\_\_  
(City staff initials) (Date)

Proof of Comprehensive General Liability Insurance submitted and attached?  Yes  
Indemnity and Hold Harmless Agreement signed and attached?  Yes

Applicant's Authorized Agent \_\_\_\_\_  
(Signature) (Date)

City Film Coordinator Approval \_\_\_\_\_  
(Signature) (Date)

Sign & Date

For office use only: # _____
---------------------------------

**Proposed Filming Location(s):**

In order that we may gauge the impact of this production, please utilize the space below to describe the location you propose to use. Draw a detailed diagram labeling streets, cross streets and/or alleys to be used. Indicate ALL streets/walks subject to closure or traffic/pedestrian control. **(Please copy form and use one per location.)**  
**If your project requests a road closure you are required to provide a traffic control plan, preferably produced by a professional engineer. For a list of traffic consultants, visit [www.cityoftacoma.org/specialevents](http://www.cityoftacoma.org/specialevents) and select Resources from the left navigation bar.**

**Location: (address, cross streets, park, plaza, etc.)**

---

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Map diagram:

**Parking:**

Describe proposed staging area including catering and equipment placement. Include ALL public parking areas to be occupied by production vehicles. **(Please use additional sheets if needed.)**