PORT OF SEATTLE

FILM/VIDEO/PHOTOGRAPHY PRODUCTION

LICENSE APPLICATION (non-Aviation properties)

This Production License Application is required of all companies wishing to obtain a Film Production License to conduct film/video/photography production activities on Port of Seattle (“Port”) property, including, but not limited to, all marine facilities hereinafter referred to as the “Premises.”

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| --- | --- | --- |
| ⏷This section to be completed by the Port of Seattle⏷ | | |
| Application Date: | Approval Date: | Fee Paid: |

⏷This section to be completed by company requesting Film Production License⏷

For quickest data entry, click into the first field and then tab through to each field as you enter information!

|  |  |
| --- | --- |
| Company Name: |  |
| Contact Person: |  |
| Local Address: |  |
| Local Telephone: |  |
| Fax Number: |  |
| Corporate Address: |  |
| E-Mail Address: |  |
| Requested Location: |  |

APPLICATION REQUIREMENTS

1. PROOF OF INSURANCE — Proof of adequate insurance must be provided prior to the beginning of approved Licenses. For requirements, see Paragraph 7 “Insurance” of the attached sample License.
2. LICENSE FEE — License is subject to approval and permission granted by Economic Development and Maritime Divisions; property tenants; and specific property managers.
3. Professional production, for-profit commercial project – including, but not limited to, movies, commercials, Internet- or mobile-based content, promotional materials, and book and magazine photography.

Base Minimum Fee:

* + Half day (5 hours) = $500
  + Full day (10 hours) = $1,000

Fees are a base minimum and may be increased based on the impact caused to Port operations by the proposed License.

Escorted access to secured Port locations may be provided.

1. Professional production, not-for-profit project – including, but not limited to Port-approved charities, U.S. military, internal use by Licensee.

Base Minimum Fee:

* + Full day (10 hours) = $500
  + half day (5 hours) = $250

Fees are a base minimum and may be increased based on the impact caused by the proposed License to Port operations.

A fee will be charged for escorted access to secured Port locations.

1. Professional production, Port customer, partner, tenant or product resulting in positive publicity or advertising for the Port.

Value gained by the Port would be determined by Division Directors or their appointees.

A fee will be charged for escorted access to secured Port locations.

1. Non-professional production – Accredited degree program student project.

A fee will be charged for escorted access to secured Port locations.

All projects will be reviewed for purpose, content, size of production, and scheduling to make sure appropriate Port costs are recovered. Additional costs may be added due to increased complexity of any factor of the above elements. Access to some Port properties may be denied if the project cannot configure to necessary size and scheduling.

Licensee is responsible for payment of any tax levied on or measured by the access fee paid by Licensee. Per Washington State law (RCW 82.29.A) leasehold tax is applicable on all terms 30 days or more. In compliance with RCW 82.29A the above stated amount does not include leasehold excise tax.

1. PRODUCTION INFORMATION — All applications must include the following information to be filled out on the attached Production Information form:

* A summary of the production and the relationship to the Port.
* A script or storyboard of all portions of the production that deal with the Port.
* The specific dates and times when shooting will occur.
* The number of crew and type of equipment to be used at Port locations.
* Proposed specific filming location on Port properties.
* Anticipated security problems or labor disputes where crowd control may be an issue.
* A list of contacts made with airlines, automobile rental agencies, bus companies, catering companies, tenants, unions, securities, terminal operators, etc. that may be necessary.
* A list of previous film production experience at any Port locations or at other airports/seaports.

PRODUCTION INFORMATION

1. Provide a brief summary of the production and the relationship to/involvement of the Port:

1. Specific date(s) and time(s) when shooting will occur:

1. Number of crew and type of equipment to be used at Port locations:

1. Specific filming location(s) on Port property being proposed:

1. Anticipated security problems or labor disputes where crowd control may be an issue:

1. Please list contacts with other parties that have been made or may be necessary (airlines, automobile rental agencies, bus companies, catering companies, Port tenants, unions, security companies, terminal operators, etc.):

1. Please list previous film production experience at any Port of Seattle locations or at other airports/seaports (if applicable):

1. Are utilities required? (Additional fees will be assessed.)

1. Contact info for billing and/or authorized signer if different from contact provided on first page:

1. Please provide/attach a script or storyboard of all portions of the production which deal with the Port of Seattle.

Submit this Application (minus the attached sample license) to

