



PHOTOGRAPHY OR FILMING PERMIT APPLICATION

We are happy to work with tenants, customers, businesses associated with the Port of Coupeville, public agencies and not-for-profit organizations to accommodate business and education-related requests to photograph or film on Port property. However, consideration of any such requests will take into account the availability of qualified escort personnel, existing maritime constraints, and the Port's commitment to honor the confidentiality requirements of our tenants and customers.

Please note: The Port requires the completed form and insurance documents fourteen (14) calendar days prior to the film date.

To request permission to photograph or film on Port property for business or education purposes, please complete the below application.

Project Name: _____

Company Name: _____

Requestor's name: _____

Requestor's address: _____

Point of contact information: _____

Type of Project:

Purpose of the photographs or video: _____

Specific dates and times when photographing or filming will occur: _____

The number of photographers or video crew and type of equipment that will be used: _____

Proposed location for photography or filming: _____

Description of any accommodations or security problems anticipated, including the possible need for crowd control: _____

Signature: _____ Date: _____

PERMIT FEES

This does not include any additional fees associated with the Town of Coupeville, Island County, or any other agency.

- 8 hours filming or photography: \$600
- 4 hours of filming or photography: \$300
- 1 hour of filming or photography: \$100

INSURANCE REQUIREMENTS

The Permittee, at no expense to the Port, shall obtain and file with the Port of Coupeville fourteen (14) calendar days prior to the event, evidence of a policy or policies of insurance as enumerated below, unless the proposed event is a religious or political activity protected by the First Amendment to the U.S. Constitution. Said policy(ies), 1) shall be subject to approval by the Port's Risk Manager as to Company, Form and Coverage, and primary to all other insurance the Port may secure, and 2) must protect the Port from any and all claims and risks in connection with any activity performed by the Permittee by virtue of this Agreement or any use and occupancy of the Premises authorized by this Agreement.

1. A policy of Commercial General Liability Insurance, written on an insurance industry standard occurrence form, (CG 00 02) or equivalent, including all the usual coverage known as:
 - Premises/Operations Liability
 - Products/Completed Operations
 - Personal/Advertising Injury
 - Contractual Liability
 - Owners and Contractors Protective Liability
 - Stop Gap or Employers Contingent Liability
 - Liquor Liability/Host Liquor Liability (if applicable)
 - Watercraft (owned and non-owned) (if applicable)
 - Any deductible or self-insured retention must be disclosed and is subject to approval by the Port's Executive Director
2. A policy of Business Automobile Liability on an insurance industry standard form (CA 00 01) or equivalent, including coverage for owned, non-owned, leased or hired vehicles.
3. Above policy(ies) must provide the following minimum limit:
 - Bodily Injury and Property Damage
 - i. \$1,000,000 per occurrence/accident
 - ii. \$2,000,000 annual aggregate
 - Liquor Liability & Pyrotechnic Only

- i. \$1,000,000 per occurrence/accident
- ii. \$2,000,000 annual aggregate

Coverage and/or limits may be altered or increased as necessary, to reflect type of or exposure to risk. Said insurance policy(ies) and subsequent renewals must be maintained in full force and effect, at no expense to the Port, throughout the entire period of the Special Use Permit.

The following documents must be provided as evidence of insurance coverage:

1. A Certificate of Insurance, showing the policy effective dates, limits of liability, names and dates of the event. Certificate holder – Port of Coupeville, P.O. Box 128, Greenbank, Washington 98253.
2. A copy of the additional insured endorsement naming the Port of Coupeville as an Additional Insured, showing the policy number and signed by an authorized representative, on Form CG2010 (ISO) or equivalent.

ADDITIONAL PHOTOGRAPHY AND FILMING GUIDELINES:

- Number of cast and crew may be limited.
- Amount and size of production gear may be limited.
- Electrical access may not be available or may only handle lower power lighting, etc.
- Cables, signage or any equipment that may block or impede normal facility business may not be allowed.
- Large crowds cannot be accommodated.
- The Port of Coupeville reserves the right to deny use of any photographs or video footage that might prove to be harmful or defamatory to the Port, its facilities, or its customers.
- In-water activity requires a permit from the U.S. Coast Guard.

Permission will be granted to applicants after the Port determines, in its sole discretion, that the proposed activity is in accordance with federal, state and local laws and will not interfere with ongoing business operations. For additional information or site-specific questions, contact the Port of Coupeville, at executivedirector@portofcoupeville.org.