



## Application to Film/Photograph Insurance and Other Requirements

The following items are required by VTA to approve your request:

- Letter of intent (including who, what, where, when and why)
- Indemnity Agreement (Provided by VTA)
- Storyboards or a copy of the script if applicable  
(If, upon review by VTA, the storyboards or script are deemed inappropriate for inclusion of VTA images, the production company will be notified and the request will be denied.)
- Right-of-Way Access Training (Provided by VTA - if applicable)
- Commercial General Liability Insurance **\$1 million** (minimum)

The insurance policy should have limits of liability adequate to protect the value of any equipment brought on to VTA property. This may be self-insured but in no instance shall VTA be responsible for loss.

A Certificate of Insurance evidencing the above coverage must be received for approval in advance of the filming or photo session.

Certificate holder:

Santa Clara Valley Transportation Authority  
Market Development  
Attention: Cynthia Santoro  
3331 North First Street  
San Jose, CA 95134-1927  
(408) 321-5862



## Application To Film/Photograph Request

Date: \_\_\_\_\_ Main contact name: \_\_\_\_\_

Name of requestor: \_\_\_\_\_ Desired location: \_\_\_\_\_

Preferred dates, time of day and duration of session: \_\_\_\_\_

Reason for filming/photos: \_\_\_\_\_

Number of participants including crew, subject(s): and client(s): \_\_\_\_\_

Type of equipment that will be used: (i.e. cameras, boards, lighting, generators, props, tracks...etc.)

### For your information:

Film permit requests generally take 2 weeks to process.

**Fees:** Dependent upon the complexity of your session, production fees may be required (2 hour minimum. All fees must be paid by prior to the day of the session)

Onboard - If request requires the use of a light rail vehicle or bus while in service, then the vehicle must be rented out only during non-peak hours. (9:00 a.m. to 3:00 p.m.)

Right-of-Way training for all members of your production may be necessary depending on the desired location.

Other costs may apply depending on the complexity of the session.

Your contact information:

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_