



Salt Lake City's Filming Permit Instructions, General Conditions & Insurance Requirements

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Filming Application Instructions

Please fill out the Filming Permit Application and attach any additional information needed to clarify your filming request. Your application should be submitted to the Salt Lake City Events office no later than (4) four business days before your filming. This gives the City sufficient time for processing.

A Detailed Site Map must be included with the application before the review process can begin. The site map should include location, proposed road closures, barricade plan, tents, fencing and vehicle parking.

There is a \$100.00 application fee due at the time the application is submitted. The payment can be made with all major credit cards, debit cards, cash or check. To pay by credit card over the phone, please call 801-535-6110 and reference the production title. Checks should be made payable to Salt Lake City Corporation.

The permit does not extend to public property. You are responsible for obtaining the cooperation of the owners or residents of adjacent properties. Interference with movement or activities of these owners or residents should be as minimal as possible. You need to notify the nearby business owners and residents of your filming (2) weeks in advance. You must provide written notification to all residents and businesses being impacted by the filming.

You must obtain a commercial general liability insurance policy naming Salt Lake City Corporation as an "additional insured", and also as the "certificate holder" during the event with a minimum coverage of \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate (see attached Insurance Instructions for more details). Although you may receive your permit outlining your conditions, the permit itself is invalid if a current insurance certificate is not received and approved before the date of the filming.

Your Filming Permit Application will be assigned a permit number and circulated within SLC departments and/or outside agencies for review.

You must have your signed permit on site during filming and obey the Filming Permit Conditions provided by Salt Lake City.

Please submit your application and insurance certificate to one of the following:

Mail: Salt Lake City Events, 239 South Main Street, Salt Lake City, UT 84111

Fax: 801-320-1077

Email: eventpermits@slcgov.com



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General Conditions for Filming in SLC

If you are requesting a traffic control permit for road closures and/or Intermittent Traffic Control (ITC), you will need to contact SLC's Transportation Department at 349 S. & 200 E., Ste. #450 at 801-535-6630. Your permit will not be valid until you have obtained the necessary traffic control permits.

If you are requesting restricted parking and/or to bag meters, you must obtain a parking permit and pay meter rental fees from SLC's Transportation Department at 349 S. & 200 E., Ste. #450 at 801-535-6630.

You will be required to hire an off-duty police officer to assist with traffic control during ITC and road closure. All residents should be allowed to park in their driveways and in front of their homes at all times unless prior arrangements have been made. To hire off-duty police officers you can contact Tom Gallegos at 801-799-3211.

Additional security or assistance for the filming can be provided through the hiring of off-duty police officers obtained through Tom Gallegos at 801-799-3211. He should receive your request 72 hours in advance of the event to ensure proper coverage and will arrange with you a method of payment. If you cancel without 24 hours notice, you will be responsible for full payment to the officers.

You must allow for handicapped access and parking as required by ADA regulations and guidelines. You can contact Salt Lake City's ADA Office at 801-535-7976 for these requirements or download them online at www.slcityevents.com.

You must position your filming crew, actors, extras, and equipment in such a way that pedestrians have safe passage and access to the sidewalks and building entrances. You may not block or attempt to block any entrances/exits or driveways.

The City's crossing guard contact is Paula Peterson at 801-535-7154.

Any use of or interference with UTA Bus Zones will need the approval from Ron Halton of UTA at 801-262-5626 ext. 3190.

Any use of or interference with UTA TRAX'S line will require a work permit. You must call Damon Blythe of UTA at 801-502-2258 to apply.

A fire lane must be maintained, allowing access through the length of any roadway you use. The roadway must be maintained at a minimum of 20 feet wide and have no overhead obstructions lower than 13 feet 6 inches. You must allow access for emergency equipment response.



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General Conditions for Filming in SLC, (continued)

Fire hydrant access must be maintained. There must be no parking within 5 feet on either side of fire hydrants.

City Code Chapter 15.30 prohibits smoking in City parks, recreational areas, cemeteries and near mass gatherings.

You must contact the Facility Services office at 801-535-6163 to arrange for electrical power on the City & County Building grounds (Washington Square) and to coordinate any use inside the City & County Building. You will be responsible for payment of any rental fees and/or deposits required.

For use of Liberty Park, the City & County Building grounds (Washington Square), Jordan Park or any other park east of State Street, please contact Troy Baker, Parks Supervisor, at 801-972-7817.

For use of Memory Grove, City Creek Park or any other park west of State Street, please contact Lee Bollwinkle, Parks Supervisor, at 801-972-7807.

For use of Sugarhouse Park, you must have approval from the "Sugarhouse Park Authority." Please contact Salt Lake County Parks Department at 801-483-5473 for the next scheduled "Sugarhouse Park Authority" board meeting.

For use of Memory Grove, you are required to contact the Memorial House located in Memory Grove Park at 801-521-7969 before your filming permit request can be approved to avoid conflicts with wedding reservations.

For use in front of and inside the Main Library you will have to contact Andrew Shaw at 801-524-8234. You must pay any required fees or charges.

The following requirements apply to use of the Main Library Plaza and the City Library grounds:

1. Before your filming, please contact Troy Baker, Parks Supervisor, at 801-972-7817 to meet on site with a Park employee to review the set up for your filming.
2. You may not drive vehicles or motorized equipment on the Library pavers.
3. You may not serve food or beverages on the Library pavers.
4. Vehicles are not allowed on the grass.

If any property damage is incurred, you will be charged for repairs through the Special Events Department.

For use of the Gallivan Center or Gallivan Avenue, you must contact Bart Walker at 801-535-6113. You must pay any required fees or charges.



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General Conditions for Filming in SLC, (continued)

For use of the Pioneer Trail State Park you must contact their office at 2601 Sunnyside Avenue, 801-584-8392 to coordinate and receive permission for the facilities and park. Please be aware that this Park falls under the jurisdiction of the State of Utah.

You must request permission from the State of Utah for use of the Capitol Building Grounds. Please make requests to:

Division of Facilities Construction & Management
4110 State Office Building
Salt Lake City, Utah 84114 801-538-3264

You must request permission from the Federal Government for the use of the Federal Building Plaza. Please make requests to:

Federal Building
125 South State Street,
Salt Lake City, UT 84111 801-524-5260.

You must contact the University of Utah Police Department for permission to use the University property. To coordinate security for the event, please contact Sgt. Ken Curtis, at 801-581-7944 or by fax: 801-581-7193.

As per the University of Utah guidelines for the use of University of Utah property, you must contact:

Mr. Charles A. Evans
Research Park Administration
505 Wakara Way
Salt Lake City, UT 84108 801-581-8133 fax 801-581-7195

Ms. Elizabeth Johnson
University of Utah Scheduling Office
201 South 1460 East
Salt Lake City, UT 84112 801-581-7854 fax 801-585-7524

A filming permit does not allow the participants to violate the noise ordinance or regulations of either Salt Lake City or Salt Lake County. You must conduct your event within the confines of the noise ordinances of both governments.

Noise generated by a filming event is governed by Health Regulation #21 Noise Control, of the Salt Lake Valley Health Department, adopted as law by Salt Lake City Code 9.02.010. Please note that the Salt Lake Valley Health Department's Noise Control Regulation #21 prohibits certain noise between the hours of 10 pm and 7 am (City's Noise Control Ordinance states 9 pm to 7 am) and specifies noise level limits. You may contact the Salt Lake Valley Health Department at 801-313-6668 for information concerning these



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General Conditions for Filming in SLC, (continued)

limitations and permissible sound levels. Please also be aware of the following sections of the SLC Code regulating noise and sound: Chapter 5.68; Chapter 9.28; Chapter 12.89; and Section 11.12.020.

“Tents” larger than 200 square feet and canopies larger than 400 square feet must be approved through the Salt Lake City Fire Prevention Bureau at 801-799-4150.

All cooking tents must be located at least 20 feet from all other tents, canopies or structures. No cooking may be allowed inside tents located within 20 feet of other tents, canopies or structures. Propane containers must be located at least 10 feet from all other tents, canopies or structures.

You must contact UDOT at 801-887-8763 to obtain a “Special Road Use Application” and to request the use of roads within the “State Highway System.” Please note that the permit issued by UDOT is approval for ‘STATE ROADS ONLY.’ All other routes must be cleared by the governing jurisdiction (city or county).

If all or part of your filming involves roads under the jurisdiction of the Utah Department of Transportation (UDOT), you must list UDOT as an “additional insured” on the certificate of insurance.

You must coordinate noise generated from “gunfights, cannon fire, and any other blank gunshots” that might occur during your event with the SLC Police Department Dispatch Office at 801-799-3000.

You will be responsible for providing trash receptacles for the trash, debris, and litter generated during your filming event. At least 50% of those receptacles must be recyclable containers. You may arrange for these services through SLC Sanitation at 801-535-6928 or through a private vendor.

You must not barricade roads inside of a park, bag meters, or interfere with pedestrian or vehicular traffic.

The City reserves the right to amend any and all permits.



Insurance Instructions & Requirements

Applicants for a filming permit must possess or obtain commercial general liability insurance. The policy must protect Salt Lake City Corporation, the applicant, and anyone directly or indirectly employed by either of them. The insurance must provide coverage for premises operations, acts of independent contractors, and completed operations during the filming time period. The time period includes the dates of the set up, scheduled filming, take down, and clean-up operations. The coverage must be indicated on the certificate of insurance as "Filming" coverage in the "Description of Operations" or the insurance company must supply the City with the original insurance policy of evidencing the filming coverage.

Evidence of the required insurance must be provided to Salt Lake City no less than (48 hrs.) before filming. The filming permit will be cancelled if the City does not receive such evidence by that deadline. It is the applicant's responsibility to see that their insurance company/agent receives the proper insurance instructions and forwards the proper evidence of insurance to the City by the deadline.

INSURANCE REQUIREMENTS:

- 1. Minimum coverage of \$1,000,000 per occurrence, and \$2,000,000 general aggregate.**
- 2. The insurance must be issued by an insurance company licensed to do business in the state of Utah and either: (1) currently rated A- or better by A.M. Best Company or (2) listed in the United States Treasury Department's current Listing of Approved Sureties (Department Circular 570), as amended.**
- 3. The policy or endorsement must name the applicant and Salt Lake City Corporation and its officers, employees, and agents, and as required, any other public entity involved in the event as an additional insured. The date and title of the event must be clearly stated.**
- 4. If any work for the event is subcontracted to a separate company, the applicant must require the subcontractor to provide commercial general liability insurance with the City as an additional insured, in the required minimum amounts.**
- 5. The certificate and policy must provide that coverage shall not be canceled or modified without providing 30 days prior written notice (10 days in the case of failure to pay premiums) to the City in a manner approved by the City Attorney.**