



Transportation District Commission of Hampton Roads
t/a Hampton Roads Transit
Filming and Photography Permit Application

Date: _____

Name of Group (Print): _____

Applicant's Name: _____

Address of Applicant: _____

City: _____ State: _____ Zip Code _____

Telephone Number: Office () ____ - ____ Cell () ____ - ____

E-mail: _____

Before completing this Application, please review the Filming and Photography Policy at gohrt.com to ensure you and/or your group will be able to meet all of the requirements.

Most Permit Applications must be accompanied by a detailed written description of filming or photography at least ten (10) days prior to the requested filming date. Permit Applications from the news media to board HRT property must be submitted at least one (1) day prior to the proposed Activity. Failure to timely submit a completed and signed Permit Application will result in the automatic denial of the Permit. Failure to provide the description will result in denial of your Permit Application.

Requested date(s) and time(s) of filming: _____

The Individual/Group requests permission to Film or Photograph on Hampton Roads Transit property at the following location(s):

Indicate preferred shooting locations:

<input type="checkbox"/> Bus in regular service	<input type="checkbox"/> Bus, stationary
<input type="checkbox"/> MAX bus in regular service	<input type="checkbox"/> MAX, stationary
<input type="checkbox"/> Bus stop/Transfer center	<input type="checkbox"/> Light Rail in regular service



HAMPTON ROADS TRANSIT

<input type="checkbox"/> Light rail stationary	<input type="checkbox"/> Traffic control, flagging needed
<input type="checkbox"/> Filming in and around light rail tracks	<input type="checkbox"/> Other: Explain
<input type="checkbox"/> Filming on Ferry	<input type="checkbox"/> Filming on ferry dock

Equipment needs Please list in detail the equipment to be used on HRT property. Indicate size of vehicles, if applicable, by weight (5 tons, 10 tons, 35 ft, etc.).

<input type="checkbox"/> Camera Truck	<input type="checkbox"/> Effects
<input type="checkbox"/> Production van	<input type="checkbox"/> Caterer
<input type="checkbox"/> Sets/dressing/props	<input type="checkbox"/> Grip/Electric
<input type="checkbox"/> Wardrobe	<input type="checkbox"/> Maxi van
<input type="checkbox"/> Generator	<input type="checkbox"/> Motor Home

Finished product:

<input type="checkbox"/> Feature film	<input type="checkbox"/> Music video
<input type="checkbox"/> Documentary	<input type="checkbox"/> Still photography
<input type="checkbox"/> Short film	<input type="checkbox"/> Corporate training video
<input type="checkbox"/> Commercial	<input type="checkbox"/> Public Service Announcement
<input type="checkbox"/> Other	

Specify equipment proposed to be brought on HRT property: (ie: cranes, scaffolding, dolly track, lights, generators, etc.):



Applicant represents that it has been provided with and fully reviewed HRT’s Filming and Photography Policy & Procedure (“Policy”). Applicant agrees to fully abide by the terms of the Policy. Applicant warrants and represents that it will not engage in any Prohibited Activity, as defined by the Policy, and understands that the commission of such Prohibited Activity will result in the immediate revocation of its Permit, if granted. Applicant warrants and represents that all information contained in this Application is true and accurate and understands that providing false information on this Application may result in the immediate revocation of its Permit, if granted.

In the event of approval of this application and issuance of a Permit, Applicant agrees and understands that a HRT representative will be present during the entirety of the Activity to insure compliance with the Policy and this Application. Applicant will not prevent or otherwise interfere with HRT’s representative’s ability to fully observe the Activity. Applicant understands that some Activities may require proof of insurance and agrees to provide HRT with the same on demand. In the event the Applicant does not have sufficient insurance, such sufficiency to be determined in the sole discretion of HRT, this Application may be denied until proof of sufficient insurance is provided.

Further and in exchange for the authorization to perform the requested Activity, Applicant agrees to the fullest extent possible that it will indemnify and hold harmless HRT, its officers, employees, agents, successors, assigns, affiliates and subsidiaries against any and all claims for damages, losses, liabilities, or expenses, related to any and all claims alleged to have resulted from the acts, omissions, or willful misconduct of the Applicant, its agents, employees, subcontractors, suppliers, assigns, subsidiaries and/or affiliates. Applicant’s indemnity obligations hereunder include: (1) all costs and attorney’s fees incurred by HRT and/or its outside legal counsel, as selected by HRT in its sole discretion, in the event Applicant fails to assume the defense of the claim; (2) payment of any settlement agreed to by HRT and approved by Applicant, and (3) any award of damages against HRT and in favor of the third party regardless of whether such claims are unfounded or substantiated.

This day of _____, _____, 20____.

APPLICANT:

_____ (SIGNATURE)

Name: _____ (PRINT)

_____ (TITLE)

Authorized Agent for:

_____ (NAME OF ORGANIZATION/COMPANY/ENTITY)

SUBMIT PERMIT APPLICATION TO:
Tom Holden, Media Relations Specialist
509 E. 18TH Street, Norfolk Virginia 23504