

2008
Salt Lake City
Filming Permit Application

Instructions & Processing Requirements

- 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 Special Events Office, no later than **(3) business days prior to your filming activity**, in order for the City to have sufficient time for processing. **Please submit your application and Insurance Certificate** to: Special Events Division, 1965 West 500 South, Salt Lake City, UT 84104 or Fax# 801-972-7842.
- **A \$100.00 Processing Fee** is due and payable at the time the application is submitted. Payment may be made with all major credit cards, debit cards, cash or check. **Please make checks payable to Salt Lake City Corporation.**
- You must obtain a **commercial general liability insurance policy naming Salt Lake City Corporation as "additionally insured"**, and also as the **"certificate holder" during the event with a face value of 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 prior to 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.