FILMING & PHOTOGRAPHY PERMIT REQUEST

Denver Union Station offers photography and videography permits for the following types of large-scale photo shoots:

- Commercial, corporate, product or for-profit
- Special occasion, including weddings, graduations and Quinceañeras
- Educational and/or student projects
- Interviews, documentary, film or television

Photo shoots of this nature require direct approval from Denver Union Station along with a completed permit request form, certificate of insurance, and payment. Photo shoots are subject to various fees, which are dependent on the size and scope of the shoot. A permitted photo shoot includes the following items:

- Combined cast and crew size of 12+.
- Approved additional equipment, such as tripods, external/internal flashes, lights, and reflectors.
- Access and security clearance to private areas such as The Crawford Hotel, The Cooper Lounge, and the lower level meeting space. Supervision from a Denver Union Station representative is required.
- Reserved space that does not displace Denver Union Station patrons or guests for more than two hours.
- Advanced scheduling upon approval of Denver Union Station Marketing Department.

All photography and videography permit requests must be received within seven business days in advance of actual shoot date. Payment must be submitted, in full, to Denver Union Station 48 hours prior to shoot. Filming and photography permits require a certificate of liability insurance with the required modifications as listed in the Certificate of Insurance section below. Please direct all permit inquiries to info@unionstationindenver.com.

In order to ensure the privacy and safety of patrons and guests, all photographers and videographers must comply with Denver Union Station’s official Filming & Photography Guidelines as well as any requests, directions or instructions given by Denver Union Station staff, personnel or law enforcement.

CERTIFICATE OF INSURANCE

For permitted commercial or for-profit photo shoots, a Certificate of Insurance is required. Permit holders must provide a current, industry standard Certificate of Liability Insurance containing the following language before a permit is issued:

Additional Insured:
USA Alliance, Inc.; Union Station Alliance, LLC.; Larimer Associates, LLC.; Street Retail, Inc.; Hermanson, Inc.; Sage Client 331, LLC; Sage Client 331B, LLC; Belz Associates; McWhinney Real Estate Services, Inc.; and The Regional Transportation District (RTD) and their respective asset managers, managers, members, principals, officers, directors, shareholders, employees, agents, lenders, successors, assigns, volunteers and any affiliated, parent or subsidiary companies are additional insureds herein as their interests appear with regard to work being performed by insured at Denver Union Station located at 1701 Wynkoop Street, Denver, CO 80202

Certificate Holder:
Sage Hospitality Resources, LLC, 1575 Welton Street, Suite 300, Denver, CO 80202

NO CONTRACTOR IS PERMITTED TO PERFORM ANY WORK PRIOR TO SUBMITTING THE ABOVE CERTIFICATE.
FILMING & PHOTOGRAPHY PERMIT REQUEST FORM

Please fill out the form below and submit to info@unionstationindenver.com along with the certificate of insurance within seven business days of the desired shoot date. Once we have received the completed agreement and certificate of insurance, you will receive a response regarding the status of your permit within 2 – 3 business days. If you are approved, you will receive a signed permit for the requested day/time that you will need for proof of approval for the duration of the shoot.

Name of Company Requesting Filming/Photography:

___________________________________________________________________________________________

On-Site Contact’s Name: ________________________________________________________________

On-Site Contact’s Cell Number: _________________________________________________________

On-Site Contact’s Email: _______________________________________________________________

Company Address: _______________________________________________________________________

Requested Date(s): ___________________________________________________________________

Requested Time: _______________________________________________________________________

Type of Shoot:

- Commercial / Product / For Profit
- Wedding / Graduation / School Dance
- Student Project
- Corporate
- Interview / Documentary / Film / TV
- Personal / Portfolio
- Other / Product (please describe in the lines provided below)

If you selected “Other” or “Product,” please provide a brief description of your shoot and how it will be used:

_____________________________________________________________________________________

Total Permit Cost/Fees: ______________________________

Signature: _________________________________________

Printed Name: _____________________________________

Date: _____________________________________________