



BART Film, Video and Photography Permit Application Form

BART Communications
P.O. Box 12688
Oakland, CA 94604
(510) 464-6000
www.bart.gov

Submit Application at least 20 business days prior to your proposed first shoot day, Monday through Friday, excluding BART holidays. Email your application to Anita Lau-Hung at alauhun@bart.gov.

Contact Information

1. Name: _____
2. Company or Organization: _____
3. Headquarters Address: _____
City: _____ State: _____ Zip Code: _____
4. Bay Area Address (production office or hotel): _____
City: _____ State: _____ Zip Code: _____
5. Email Address: _____
6. Phone: _____ 7. Fax: _____
8. Additional Contact Information: _____

Identification Information

9. Type of Company or Organization:

<input type="checkbox"/> Film/Video Production Company	<input type="checkbox"/> Major Movie Studio
<input type="checkbox"/> Independent Movie Studio	<input type="checkbox"/> Photography Studio
<input type="checkbox"/> Television Station	<input type="checkbox"/> Advertising Agency
<input type="checkbox"/> Other (Non-Profit Organization, Independent Filmmaker, Independent Photographer, Public Agency, etc.)	

Please describe: _____
10. Key Personnel:

Producer: _____

Director: _____

Production Manager: _____

Location Manager: _____

Name Talent: _____

Location Information

11. Specify proposed BART shoot **location, date** and **time**. (BART does not allow shooting between 6:00 am – 9:00 am and 3:30 pm – 7 pm, Monday through Friday.) Attach additional sheets if necessary:

12. Specify proposed **special services** or **equipment** requested of BART (removal or alterations of signs, control of elevators, escalators or stairs, use of BART train or train cars, etc.). Attach additional sheets if necessary:

13. Vehicles and Trucks proposed to be used on BART property. Indicate size or length of each (5 tons, 10 tons, 35 ft., etc.):

<input type="checkbox"/> Camera Truck _____	<input type="checkbox"/> Honeywagon _____
<input type="checkbox"/> Production Van _____	<input type="checkbox"/> Caterer _____
<input type="checkbox"/> Grip/Electric _____	<input type="checkbox"/> Wardrobe _____
<input type="checkbox"/> Generator _____	<input type="checkbox"/> Motor Home _____
<input type="checkbox"/> Effects _____	<input type="checkbox"/> Maxi Van _____
<input type="checkbox"/> Sets Dressing/Props _____	<input type="checkbox"/> Other _____

14. Specify equipment proposed to be brought on BART property (cranes, scaffolding, dolly track, etc.). Attach additional sheets if necessary:

15. Number in Cast and Crew: _____

16. If providing security, **name** of security company and **number** of security personnel: _____

Project Information

17. Product (film, video, still photographs, etc.): _____
18. Title: _____
19. Summary of Scenes. Include **script** as well as **detailed description** or **storyboard of scenes portraying BART** and **specify location, date, time, number in cast and crew**, and **use of equipment** or **special conditions** (use of cranes, scaffolding, dolly track, special effects, etc.). Attach additional sheets if necessary:

20. Estimated budget on BART property: \$ _____
21. Approximate size of audience that will see final product: _____
22. Estimated gross revenue from final project: \$ _____
23. Through what venue will audience see final product? (Please provide call letters, names of publications, names of theatres, etc.):

24. Expected broadcast/publishing/release date: _____

SIGNATURE REQUIRED

Company: _____

By: _____
(Signature)

Print Name: _____

Title: _____ Date: _____

INSTRUCTIONS FOR SUBMITTING APPLICATION

1. **Submit Application at least 15 business days prior to your proposed first shoot day, Monday through Friday, excluding BART holidays. Return completed Permit Application via email to:**

Anita Lau-Hung
alahun@bart.gov

2. **Send a COPY of your Application and your non-refundable \$300 Permit Application Fee to the address below. Students who are currently enrolled in an accredited learning institution and who are filming for a school project for credit, pay a \$30 Permit Application Fee. BART will ask for proof of school enrollment. Payment must be in the form of a certified check or money order payable to the "San Francisco Bay Area Rapid Transit District." Mail to: BART, Office of the Controller, 300 Lakeside Drive, 23rd Floor, Oakland, CA 94612, Attention: Scott Schroeder.**

BART will evaluate your Application. If your Application is accepted, you will be required to agree to the terms and conditions of the Permit. The Permit includes restrictions on use of BART property and equipment, an indemnification provision, and insurance requirements. A location fee, a fee for use of BART equipment and services and a fee for BART staff time, as applicable, may be assessed. All applicable fees must be paid in full by certified check and insurance requirements must be met before you begin your activity on BART property.

Submitting an Application does not guarantee that BART will issue a Permit. BART's primary purpose is to provide safe, secure, reliable, and clean transportation services to its passengers. BART may, at its sole discretion, deny your Application to prevent interference with BART's primary transportation responsibilities.