



# 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](mailto: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:

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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:

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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:

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15. Number in Cast and Crew: \_\_\_\_\_

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

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## 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**

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.