

Wynkoop Plaza Events – Permission for Photography/Filming

Wynkoop Plaza Events does not charge for photography and filming on Wynkoop Plaza at Denver Union Station, professionals are required to work within the following guidelines to protect the safety and privacy of the public on Wynkoop Plaza and of Denver Union Station.

The rules and regulations below are the procedures and requirements for filming and photography within Wynkoop Plaza at Denver Union Station. These rules apply to all filming or photography. If simply taking a snapshot for personal use, not for profit or sales, no permission is required from Wynkoop Plaza Events.

- **Notice of Filming/Photography with equipment:** All requests to film/photograph must be received by Wynkoop Plaza Events five business days in advance of the shoot.

- o The Company requesting to film/shoot is responsible for obtaining any additional permits required by the City of Denver or State of Colorado.

- o Wynkoop Plaza Events may restrict areas as needed to protect the privacy and comfort of Plaza visitors and guests at any time.

- **Hours:** There are no specific hours that filming is permitted, however, please be aware of the noise ordinance between the hours of 9 am and 9 pm.

- **Fees:** Wynkoop Plaza Events does not charge for general photography and filming with the following exceptions:

- o Fees may be charged for any additional permits issued by the City of Denver.

- o If filming requires areas of the plazas to be closed off, rental fees may apply.

- o If filming involves equipment to be placed on the plazas, or if there will be more than 5 people involved, you will be issued a permit and charged a permit fee.

- **Parking:** Wynkoop Plaza Events will not provide parking. Valet is available at the regular price, meter parking or parking lots are suggested. When Street Occupancy Permits are required, it shall be the responsibility of the Production Company to obtain a Street Occupancy Permit from the Denver right of Way Section (720-865-2795), and to abide by regulations of that permit.

- **Filming the general public:** If filming/photography will or may capture the general public (anyone not directly involved in the shoot), appropriate notices must be displayed in all areas where filming will take place. If notices are not displayed, all faces and likenesses must be blurred by the photographer/videographer. Children under the age of 18 cannot be filmed at Wynkoop Plaza at Denver Union Station without the written permission of their parent or legal guardian.

- **On-premise requirements:** All photographers/videographers are required to carry proof of identification. A business card or document stating the purpose of the shoot is encouraged. **If request is approved, please have a copy of this signed agreement along with a copy of certificate of insurance available. Wynkoop Plaza Events security is not required to or responsible for looking up your agreement.**

Please fill out the agreement below and submit it to *ktoney@downtowndenver.com* at least five business days in advance of the desired date and time you plan to film/photograph at Wynkoop Plaza at Denver Union Station. **We will email you confirmation for permission** to photograph/film once we have received your completed agreement *and* certificate of insurance. If you are approved, a copy of this agreement must be with you at all times during the shoot as well.

Name of Company Requesting Filming/Photography:

Main Contact's Name:

Main Contact's Phone Number:

Company Address:

Date, Time and Duration of Filming/Shoot:

Purpose of Filming/Shoot:

A CERTIFICATE OF INSURANCE FROM THE COMPANY'S INSURANCE CARRIER IS REQUIRED AND MUST BE SUBMITTED WITH THIS AGREEMENT.

Any contractor performing work on behalf of Tenant must provide a current, industry standard insurance certificate containing the following language:

Additional Insured:

Downtown Denver Business Improvement District; Downtown Denver Partnership, Inc.; RTD; City and County of Denver and all owned, managed, controlled, non-controlled and subsidiary companies, corporations, entities, joint ventures, LLC's and partnerships and all of their constituent partners and members.

Certificate Holders:

Wynkoop Plaza Events, LLC
1515 Arapahoe Street
Tower 2, Suite 400
Denver, CO 80202

Regional Transportation District
ATTN: Manager Peal Property
1560 Broadway, Suite 650
Denver, CO 80202.

NO CONTRACTOR IS PERMITTED TO PERFORM ANY WORK PRIOR TO SUBMITTING THE ABOVE CERTIFICATE.

Additional Rules & Regulations:

- Police and fire department badges and uniforms, or like or similar uniforms or badges, used as costumes in a production shall not be worn, used, or displayed without permission and supervision from Wynkoop Plaza security.