



Denver Union Station – Permission for Photography/Filming

Denver Union Station does not charge for photography and filming within the historic building, but does require professionals to work within the requested guidelines to protect the safety and privacy of the public within the Great Hall and other areas of the Station. The rules and regulations below are the procedures and requirements for filming and photography within Denver Union Station. These rules apply to any filming or photography. If simply taking a snapshot for personal use, not for profit or sales, no permission is required from Denver Union Station.

- **Notice of Filming/Photography with equipment:** All requests to film/photograph must be received by Denver Union Station five business days in advance of the shoot. No additional equipment of any kind is to be used; this includes tripods, external flashes, reflectors, etc.
 - NO flash photography is allowed at any time.
 - The Company requesting to film/shoot is responsible for obtaining any additional permits required by the City of Denver and/or State of Colorado.
 - Denver Union Station may restrict areas as needed to protect the privacy and comfort of our guests at any time.
- **Hours:** Filming and photography is only permitted Sunday through Wednesday between the hours of 1:00 pm and 3:00 pm. **No filming or photography is allowed in the corridors of The Crawford Hotel or in the Cooper Lounge.**
- **Only those guests who have a contracted room block with The Crawford Hotel may apply for permission to film or photograph at The Cooper Lounge. Once approved, all photos must be completed by 2:00 p.m.**
- **Fees:** Denver Union Station does not charge for general photography and filming.
 - Fees may be charged for any additional permits issued by the City of Denver.
 - If filming requires areas of the building to be closed off, rental fees may apply.
- **Parking:** Denver Union Station 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, these notices can be created by a Union Station representative. If notices are not displayed, all faces and likenesses are to be blurred by the photographer/videographer. Children under the age of 18 cannot be filmed in 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 the confirmation email along with a copy of your certificate of insurance available. Denver Union Station security will not be responsible for looking up your agreement.**
- **Outside filming/photography:** For information on permission to film outside Denver Union Station on the plazas, please visit rtd-denver.com

Please fill out the agreement below and submit it to info@unionstationinddenver.com at least five business days in advance of the desired date and time you plan to film/photograph 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, please have a copy of the email confirmation 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:

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

Please send certificate to info@unionstationinddenver.com

Certificate Holder: Sage Hospitality Resources, LLC, ATTN: Ann M. Evans, CIC, CRM – VP Risk Management, 1575 Welton Street, Suite 300, Denver, CO 80202

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

ADDITIONAL RULES & REGULATIONS:

- Police department badges and uniforms, or like or similar uniforms or badges, used as costumes in production shall not be worn, used, or displayed without permission and supervision from Denver Union Station security.
- Room access to The Crawford Hotel will not be permitted unless you are a paying guest, staying overnight.
- This agreement pertains to the property lines of Denver's historic Union Station only and does not include Wynkoop Plazas or the Denver Union Station Neighborhood.
- Denver Union Station welcomes your photography. If you would like to formally submit photography taken to be used at the will of Denver Union Station, please email info@unionstationinddenver.com. By submitting photography, you agree that Denver Union Station may use the images in promotional and marketing material, without your approval, photo credit or payment required.
- Filming and photography for members of the press requires different access and accompaniment from a Denver Union Station Public Relations representative. Contact **Sam Gentry**, samuel.gentry@sagehospitalitygroup.com to arrange press access.