



Thank you for your interest in filming or photographing at Navy Pier for educational purposes. As a student, in order to obtain approval from Navy Pier Inc. to film or photograph at Navy Pier the following information is required in writing via email from your Professor or via fax from your Professor on your school's letterhead.

- Please provide the following:
- Description of the nature of the project.
- Intended use of the film and/or photographs.
- Date(s) and time(s).
- Number of people involved.
- Equipment to be used.
- Number of dimensions of vehicle(s) to be used/accommodated.
- A copy of the script or text of ad where applicable.
- Other pertinent information, i.e., need for trade services.
- Production/Photography company name, address, city, state, contact name and phone number inclusion on license agreement.

Insurance Specification:

- Certificate of insurance for up to \$1 million.
- Name Navy Pier Inc. as an additional insured, pursuant to their agreement. The exact language is "Navy Pier Inc. and the Metropolitan Pier and Exposition Authority, its facilities, agents, officers, board members and employees are named as an additional insured", addressed to 600 E. Grand Ave, Chicago, Illinois 60611. Attn: Risk Management.
- Proof of liability insurance for any vehicles that are included for the shoot (does not include vehicles that will be parked in Navy Pier garage at cost).
- Provide evidence of workers' compensation coverage.
- Provide evidence of third party property coverage which covers equipment.

Photo/Filming Guidelines:

- Drones and other aerial devices are not permitted at Navy Pier.
- A minimum of two weeks advance notice is requested.
- Location fees may be applied and determined based on a variety of factors, including but not limited to, the nature and purpose of the project, duration, etc.
- The shoot will may be suspended or cancelled in the event that the shoot is damaging property of Navy Pier or interfering with the public's use and enjoyment of the Pier.

Upon receiving the above information, Navy Pier Inc. will prepare licensing agreement and provide information on required fees, if any.

Please forward the requested information to Navy Pier Public Relations via email at NavyPierPR@navypier.org.

Thank you.