

Film Permit #: (City Use Only)

Production Dates: \_\_\_\_\_



44 South Main  
Eureka Springs, Arkansas  
72632  
479-253-9703  
www.cityofeurekasprings.us

FILM/DIGITAL PRODUCTION APPLICATION

Project Name: \_\_\_\_\_

Production Company Name: \_\_\_\_\_

Local

Client (if applicable): \_\_\_\_\_

Local

Agency (if applicable): \_\_\_\_\_

Local

Authorized Agent: \_\_\_\_\_

The company named above agrees to pay all costs for required permits and film coordination services provided by The City of Eureka Springs as described in the Application and Film/Digital Production Permit for Street Use (Location).

In addition, the company named above agrees to pay a \$500.00/\$1000.00 deposit, refundable upon final inspection of the film location and verification that all obligations to the City incurred as a result of this activity are satisfied. The company agrees that the City Staff time and materials required to restore the location to its previous condition will be deducted from the deposit. The company further agrees to pay the City of Eureka Springs for restoration cost in excess of the deposit amount. In addition, the company named above agrees to secure and maintain in full force and effect during the full term of the permit, comprehensive general liability insurance as described in the Eureka Springs Film/Digital Production Manual and Instructions, which by this reference are incorporated herein.

**Indemnification:** The permittee shall indemnify and hold harmless the City, its officers, elected officials, agents, employees and volunteers, from and against any and all claims, actions, suites, proceedings, costs, expenses (including reasonable attorney's fees), damages, and liabilities claimed by any person, organization, association, or otherwise arising out of or relating to any act or omission of the permittee, its agents, contractors or employees under this Agreement. Such indemnification shall not be effective to the extent that the damage or injury results from the sole negligence of the City. The permittee further waives, with respect to the City only, its immunity under Industrial Insurance. The indemnification provided for in this permit shall survive any termination or expiration of this Agreement; and any signer of this Agreement.

**Insurance:** The insurance provisions of the City's current Master Film/Digital Production Permit Manual are hereby incorporated by reference and shall apply.

Failure of the Company to comply with the terms of the City's permit as described may result in revocation of the permit and the inability to obtain future permits.

**Permit not valid without signatures of Authorized Agent and the City of Eureka Springs.**

Authorized Agent: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

By signing or checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the City of Eureka Springs film/digital production permitting process and agree that all information contained in this application is true and correct to my knowledge.

FOR CITY USE ONLY	Film Office Approval: _____ Date: _____
	Deposit \$ _____ <input type="checkbox"/> Flat or Days _____ Meters _____ Insurance Yes No

## Contact and Production Information for Film/Digital Production Permit

### COMPANY INFORMATION

Production Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City:	State:	Zip Code:	Phone:
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Production Web Address: \_\_\_\_\_

Billing Contact:	Email:
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Billing Address: \_\_\_\_\_

City:	State:	Zip Code:	Phone:
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### PRODUCTION CONTACT INFORMATION

1. Producer:	Phone:	Email:
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2. Production Manager:	Phone:	Email:
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3. Location Manager:	Phone:	Email:
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4. Asst. Location Manager:	Phone:	Email:
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### PRODUCTION INFORMATION (ALL FIELDS REQUIRED)

Number of Crew: Local: \_\_\_\_\_ Total: \_\_\_\_\_      Number of Talent: Local: \_\_\_\_\_ Total: \_\_\_\_\_

Anticipated Number of Public Locations: \_\_\_\_\_      Number of Production Vehicles: \_\_\_\_\_

Total Number of Filming Days in Eureka: \_\_\_\_\_      Total Number of Filming Days: \_\_\_\_\_

Total Production Budget:\*

\*This information is critical for reporting the economic impact of film activity in Eureka Springs. It will be held strictly confidential and only reported in aggregate with other production budget information.

Brief Description of Project: *(attach additional pages if more space is needed)*

This project is: *(check all that apply)*

- |                                       |  |  |   |   |
|---------------------------------------|--|--|---|---|
| <input type="checkbox"/> Feature Film | <input type="checkbox"/> Still Photography | <input type="checkbox"/> Student Film              | <input type="checkbox"/> TV Programming       | <input type="checkbox"/> Commercial/Advertising |
| <input type="checkbox"/> Short Film   | <input type="checkbox"/> Music Video       | <input type="checkbox"/> Interactive/Game          | <input type="checkbox"/> Corporate/Industrial | <input type="checkbox"/> Documentary            |
| <input type="checkbox"/> Web Series   | <input type="checkbox"/> Pilot             | <input type="checkbox"/> Regional                  | <input type="checkbox"/> National             | <input type="checkbox"/> International          |
| <input type="checkbox"/> PSA          | <input type="checkbox"/> Reality           | <input type="checkbox"/> Other as specified: _____ |   |   |

Additional services: *(check all that apply)*

- |                                 |  |                                |                                       |  |  |
|---------------------------------|--|--------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> Police | <input type="checkbox"/> AR State Patrol | <input type="checkbox"/> HDC   | <input type="checkbox"/> Water Permit | <input type="checkbox"/> Noise Variance  | <input type="checkbox"/> Game & Fish       |
| <input type="checkbox"/> Fire   | <input type="checkbox"/> Air Traffic     | <input type="checkbox"/> Parks | <input type="checkbox"/> Electrical   | <input type="checkbox"/> Transit/Trolley | <input type="checkbox"/> Explosives Permit |

Equipment or props that may be present at any of your shooting locations: *(check all that apply)*

- |                                       |                                  |                                     |                                     |  |                                      |                                     |
|---------------------------------------|----------------------------------|-------------------------------------|-------------------------------------|--|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Generator    | <input type="checkbox"/> Light   | <input type="checkbox"/> Crane      | <input type="checkbox"/> Track      | <input type="checkbox"/> Dolly   | <input type="checkbox"/> Water Truck | <input type="checkbox"/> Camera Car |
| <input type="checkbox"/> Rig (stills) | <input type="checkbox"/> Effects | <input type="checkbox"/> Large prop | <input type="checkbox"/> Set Design | <input type="checkbox"/> Other as specified: <i>(drones, etc.)</i> _____ |                                      |                                     |

You must submit a completed *Location Form* for each of your public filming locations.

Permit #: (City Use Only)

Project Name: \_\_\_\_\_ Location #: \_\_\_\_\_

## Location Form Request for Master Film Permit for Public Property

**A separate Location Form is required for each public filming location**

### 1. LOCATION INFORMATION

I HEREBY APPLY FOR PERMISSION TO USE OR OCCUPY PUBLIC PROPERTY, FOR THE SOLE PURPOSE OF FILMING: *(choose one)*

AT A SPECIFIC LOCATION: \_\_\_\_\_ Or

	Date <i>MM/DD/YYYY</i>	Day of Week	Production Vehicle Arrival Time	Filming Start Time	Wrap Time
Day 1					
Day 2					
Day 3					

For any days beyond 3 at the same location, please describe here:

A separate Noise Variance is required from the City for any exterior film work or equipment load-in taking place outside of regular hours (7:00am to 10:00pm on weekdays; 9:00am to 10:00pm on weekends). Sign-offs from adjacent neighbors will be required for work outside of regular hours. See Eureka Springs Manual for more.

#### B-ROLL/SCENIC FILMING

**Begin Date**

**End Date**

To be considered "b-roll/scenic" a production must meet all of the following criteria

- Five or less total cast and crew
- Only one camera
- Outdoor production only
- Traffic control not required
- No interruption to pedestrian activity
- No electrical generation, wires, cables run, or lights set-up
- Public parking will not be impacted
- Not filming in City Park

### 2. FILMING DETAILS

<b>Film Activity</b>	Describe in detail the filming activity that will be taking place at this location:
<b>Equipment</b>	Describe any equipment that will be set up on public property, including details on size and usage (amperage of generators, size of jib arm, dolly track, etc.):
<b>Pedestrian Traffic</b>	<p>Will your production need to hold pedestrian traffic at any point during filming?  <input type="radio"/> No      <input type="radio"/> Yes</p> <p>Production personnel are allowed to hold pedestrians up to 3 minutes during takes.</p>
<b>Vehicle Traffic</b>	<p>Will your production need to hold vehicle traffic at any point during filming?  <input type="radio"/> No      <input type="radio"/> Yes – See Police Staffing below.</p>

**3. COMMUNITY NOTIFICATION**

All residents/businesses in at least a one-block radius from filming activity must be notified in writing a minimum of 72 hours prior to filming. Sign-offs from adjacent neighbors will be required for work outside of regular hours. Check with City office for more information and forms.

Describe the steps you have taken or will take to notify affected residents and/or businesses of your filming activity:

**4. CITY RESOURCES**

<b>Street Parking</b>	Street parking spaces can be reserved only for working production vehicles. No cast, crew, or personal vehicles are allowed. Your location map must show street parking spaces designated in this section.	
	Are you requesting to reserve any street parking at this location? <input type="radio"/> No <input type="radio"/> Yes – Fill in information below	
	Total production vehicles _____	List department vehicles and lengths (example – Grip Truck 24')
	Total number of street spaces requested to reserve _____	Parking meter numbers (if applicable)
<b>Police Staffing</b>	Film companies are required to have police services if film production requires traffic control and revisions, weapons (replicas or real), safety hazards, filming depicting police activity (detectives/police making arrests with handcuff, etc.) or unusual circumstances which could create alarm to the citizens of the City. Fees for required police staffing are <b><i>not</i></b> included in the daily Master Film Permit fee. See City for more information.	
	Do you require any police staffing at this location? <input type="radio"/> No <input type="radio"/> Yes – Fill in information below	
	Number of police officers for traffic control and/or security: _____	
Describe activity/needs:		
<b>Additional City Staffing</b>	Under some circumstances, additional City staffing may be required for the use of some facilities at an additional cost. If applicable, the Film Office will discuss with you upon review of your application.	

**5. LOCATION MAP**

A DETAILED map is required for each location, including the following information relevant to your production:

<ul style="list-style-type: none"> <li>➤ <b>Filming Activity</b> <ul style="list-style-type: none"> <li>▪ Location/s of camera and other equipment</li> <li>▪ Location/s of generator</li> </ul> </li> <li>➤ <b>Exact Parking Locations</b> <ul style="list-style-type: none"> <li>▪ Parking spaces on map must match parking meter numbers from above.</li> <li>▪ Parking restrictions and/or controls (parking meters, peak hour restrictions, etc)</li> <li>▪ Hooding of parking meters, or use of no-parking barricades in non-metered areas</li> <li>▪ Production Vehicle Parking</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Traffic Control</b> <ul style="list-style-type: none"> <li>▪ Street closures or intermittent traffic control</li> <li>▪ Sidewalk closures or intermittent pedestrian control</li> <li>▪ Direction of moving vehicles for driving shots</li> </ul> </li> <li>➤ <b>Any other significant space usage</b> <ul style="list-style-type: none"> <li>▪ Base camp</li> <li>▪ Catering Location</li> </ul> </li> </ul>
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**6. SUBMIT APPLICATION**

Include the following items for your application and send to City of Eureka Springs/Film, 44 South Main, Eureka Springs, AR 73632

1. Application for Master Film Permit
2. Location Form ***a separate location form is required for each public filming location***
3. Location Map (.pdf or .jpg preferred) ***a separate location map is required for each public filming location***

Make sure all forms are signed and authorized; and all fields are completed.