

Motion Picture Permit Application

City Name: _____

Date of Application: _____
 Company: _____
 Address: _____

 Telephone Number: _____
 Fax Number: _____
 Primary Email: _____

Project Title: _____
 Location Manager: _____
 Phone: _____
 Production Manager: _____
 Phone: _____
 Producer: _____
 Director: _____

Production Type: Commercial TV Movie TV Episodic Feature Film Music Video Documentary
 Industrial Still Photography Other _____

Total Personnel: _____ Total Number of Vehicles/Equipment: _____ Total Number of Days: _____

Equipment Detail: *(Please supply total number of each of the following items to be used at the filming location(s).)*
 Generators Large Trucks Motorhomes Vans Trailers Camera Cars
 Picture Vehicles Cast/Crew Cars

Description of Filming Activity: Please provide specifics about your shoot, describing the scenes to be shot at each location and any use of the animals, stunts, pyrotechnics, hazardous materials, etc. Please include prep and strike days. Attach additional sheets if necessary.

Date	Hours	Location	Int/Ext.	Activity

Proposed Parking/Staging Arrangements: _____
 Proposed Security Services: _____
 Proposed First Aid Services: _____
 Proposed Trash Collection and Disposal: _____
 Proposed Restroom Facilities: _____

Traffic: *If your shoot is planned on city street(s) and/or property, please submit a site plan showing proposed locations of cast, crew, vehicles and the route to be traveled on the street(s).*
 Site Plan will be submitted by (time) _____ and (date) _____ Site Plan Attached

Stunts/Special Effects: *Please provide detailed information about any stunts or special effects planned:*

Pyrotechnics: *Please provide information about any pyrotechnics planned.*

Aerial Stunts/Aircraft Use: *Please provide detailed information about any aerial stunts or aircraft use planned.*

Pyrotechnician: _____
 License #: _____
 Telephone Number: _____

Insurance: Before a permit is issued, a certificate of insurance naming the City of _____ as additionally insured must be submitted. Insurance certificate must be issued by insurance underwriters “admitted” by the Arkansas Insurance Department and rated “A” or “B+” by Best’s Key Rating Guide. Requirements include: minimum of \$1,000,000 general liability, proof of workers’ compensation and \$5,000,000 aircraft liability when applicable. Other activities may require additional insurance coverage.

Insurance certificate attached **OR** Insurance certificate will be submitted by (time) _____/(date) _____.

Insurance Company:

For “Office Use Only”				
Permit Number Granted: _____				
Special Approvals / Permits Required				
_____ No Special Approvals/Permits Required	_____ Property Owner Permission			
_____ Standby Fire Required	_____ Homeowner/Merchant Association Permission			
_____ Police Required	_____ Other Permits _____			
_____ FAA Approval				
Attachments: _____				
Provisions: _____				
Fees and Charges Collected: Fees collected in advance are estimates. An adjusted bill may be required at completion of the project.				
Fire Department	Sheriff	Public Works	Permit Fee	Other
Total Fees Collected in Advance: _____		Date Paid: _____		Receipt Number: _____
Method of Payment: _____		Fees Owed at Project Completion: _____		
Overpayment to be Refunded: _____				

GENERAL TERMS, CONDITIONS AND RESTRICTIONS: AUTHORITY: This permit is issued by the authority of the City of _____, for the purpose of photographing, filming, or video-taping in the above named city in accordance with City Code of Ordinances. This permit does not constitute or grant permission to use or occupy property not belonging to, or under the control of, the City. Permission to use or occupy these properties must be obtained from the owner or controller of such property in addition to this permit. Proof of such permission may be required prior to issuance of a permit by completing an Addendum form. **PERMIT REQUIREMENT:** This permit must be in the possession of the applicant at all times while on location and must be made available for inspection when requested by City authorities or the public. Use of this permit implies agreement on the part of the holder to comply with the terms and conditions of the permit. **COMPLIANCE WITH LAWS:** Permittee agrees to comply with all federal, state, and local laws, regulations, ordinances, and rules. Vehicle code provisions and/or posted parking regulations will be enforced unless noted otherwise in this permit. The Filming Fire and Life Safety Inspection Check list will be strictly enforced. **INSURANCE:** Prior to beginning operations under this permit, Permittee must submit evidence of general liability insurance. The amount and type of such insurance shall be that required by the City at that time this permit is issued, unless a different amount and type of insurance is specified in the permit, If Permittee uses or operates licensed motor vehicles pursuant to this permit, automobile liability insurance is required as well. **INDEMNIFICATION:** Except for the active negligence or tortuous conduct of the City, Permittee agrees to indemnify, defend and hold harmless the city and any other agencies designated at permittor, their agents, officers, employees, and contractors from and against any and all liability, expense, including defense costs and legal fees and claims for damages of any nature. Such claims may include, but shall not be limited to, those alleging bodily injury, personal injury, property damage arising from the operators, acts, or omissions of employees hereunder. Permittee further agrees to indemnify, defend, and hold harmless the City and any other named permittors from any and all workers compensation suits, liability, or expense arising from or connected with any services for or on behalf of Permittee by any person pursuant to this permit. **WORKERS’ COMPENSATION:** By signing below, Permittee agrees to conform to all applicable Federal and State requirements for Workers’ Compensation Insurance for all persons operating under this permit. **ASSIGNMENT:** This permit shall not be assigned by the Permittee without the written consent of the City. **CONSIDERATION:** Permittee shall pay, prior to the issuance of a permit or rider thereto, all fees and deposits required. Service charges and use fees listed on this form are estimates. Actual charges, computed at the completion of filming, may be less or exceed these estimates. Permittee agrees to pay any additional charges, which may accrue incidental to any use or service provided to the Permittee within 10 days after receipt of any invoice for such use or services. Overpayments will be refunded. **CREDIT:** The City expects film credit, unless otherwise determined by an authorized representative of the City. **AUTHORITY TO REVOKE OR CANCEL:** In the event that an authorized representative of the City finds that the activities being conducted by the Permittee unnecessarily endanger the health or safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole direction may suspend, cancel, or amend this permit. The City reserves the right to suspend, cancel, or amend this permit at any time without incurring any liability to the Permittee. **RIDERS:** Additional documents known as “riders” may, on occasion, be

issued to alter or amend an original permit. Except as amended by the riders, all other terms, conditions, and provisions of the original permit remain in effect. When executed, a rider becomes part of and must be attached to the original permit. **ADDITIONAL TERMS APPLICABLE TO FILMING ON CITY OWNED PROPERTY:** Permittee shall be subject to the control and instructions of the City representative's assigned to the Permittee in order to avoid any interference with the operations of the City's facilities or property. Permittee acknowledges that its use of City facilities for purposes of the permit is at its own risk and expressly waives any right to make or prosecute claims or demands against the City for any loss, injury, or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency, or impairment which may occur from time to time from any cause of the utilities or other services furnished or for any loss resulting from fire, water, tornado, civil commotion, riot, landslide, windstorm, earthquake or acts of God. On or before the date of the expiration of this permit, the Permittee shall remove from said properties all location sets, structures, rubbish and unsightly matter placed on the property by the Permittee unless the City agrees that this may be done at a later time. In the event Permittee fails to do so, the City may cause the same to be done and Permittee agrees to pay the City any cost incurred. Permittee agrees to pay the City for damage to City property resulting from the operations undertaken by Permittee. By issuance of this permit, the City does not imply that use by Permittee shall be exclusive. We hereby accept this permit and agree to abide by all the terms and conditions thereof.

Permittee:

Company Representative

Company Name

Date

Who hereby personally covenants, guarantees, and warrants that he/she has the power to obligate the Permittee to the terms and conditions of the permit.

City of _____

Representative

Date

Address:

Phone: _____

Fax: _____

Email: _____