



FILM PERMIT APPLICATION

City of Grosse Pointe Woods, Michigan
Community & Economic Development Department
20025 Mack Ave, Michigan 48236
Phone: 313-343.2426

The applicant shall submit the *Film Permit Application* to the Community & Economic Development Department a minimum of 4 weeks prior to filming.

Only a complete application containing all of the required information submitted with the \$150.00 application fee will be reviewed.

The following documentation (use additional sheets if necessary) shall be provided with the application:

- List of film activities
- List of requested city services
- Completed Waiver, Indemnity and Hold Harmless Agreement
- Attachments as listed in the application

The estimated cost of all city services will be escrowed prior to filming. Actual cost will be invoiced following filming.

The Community & Economic Development Department will issue a “film permit” to approved applicants which outlines the dates(s), time(s), location(s) and any other necessary information.

Applications are generally processed within (2) weeks of the submittal date.

Please attach a copy of *Certificate of Liability Insurance (COI)*. Insurance must be in the amount of \$1,000.000 per occurrence and must name the City of Grosse Pointe Woods – Owners, the Mayor, the City Council, and all department and/or agents of the City are additional insured with respect to operations performed by the named insured under General Liability, and Automobile Liability, on a primary and non-contributory basis required by written contract executed prior to loss, but only with respect to liability arising out of the Named Insured’s operations. Waiver of subrogation is provided for General Liability, Auto Liability and Workers Compensation executed prior to loss, and where permissible by law. Umbrella is excess and follows form.

Please, return the form filled out to City Administration administration@gpwmi.us **and** Susan Como scomo@gpwmi.us

If you have any questions and/or concerns, please, contact Susan Como at 313-343-2445



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FILM PERMIT APPLICATION

Office Use Only:

Total Fees Paid: _____

Authorization: _____

Date: / /

SEE ATTACHED FEE SCHEDULE

I. IDENTIFICATION

Production Company Name:

Permanent Address: City: State: Zip Code:

Telephone Number: Email:

Local Production Office Address:

Local Production Office Telephone Number:

II. FILMING PROJECT

Provide a list of prior filming projects, referees, experience and credentials relating to the individuals primarily responsible for the proposed activity and production. Provide a list of Michigan communities that you have worked in and provide community contact information use additional sheets as necessary:

Applicant's Signature: Date:

III. CONTACT INFORMATION

Producer's Name: Mobile: Email:

Production Manager's Name: Mobile: Email:

Location Manager's Name: Mobile: Email:

Assistant Location Manager's Name: Mobile: Email:

IV. PRODUCTION INFORMATION

Title of Production:

Type of Production:

- Feature Documentary Television
- Short Commercial Multimedia
- Non-Profit Education

Please attach a full copy or outline of script

Production Location Address:

Production Location Property Owner:

Property Owner's Telephone Number:

Date(s) and Time(s) of filming activities – also indicate the number of personnel on-site per day, including cast, crew and extras:

Date:	Date:	Date:	Date:
Time:	Time:	Time:	Time:
Personnel:	Personnel:	Personnel:	Personnel:

Provide a description of production activity for each location including detailed maps for the production site, base camp(s) and crew parking:

Provide the prep and production schedule:

Number of production vehicles, equipment and/or trailers:

Automobiles _____ Truck _____ Camera Cars _____

Catering Trucks _____ Crew Cars _____ Cranes _____

Trailers _____ Vans _____ Other_ (Please specify type)

Scenes/Special Effects:

Pyrotechnics/Explosives Simulated Crimes Other (Please describe)
 Open Flames Car Chase
 Use of Firearms Animals

City services requested (explain in detail):

Traffic Control/Activity in Public Right-of-Way (if yes, attach Traffic Control Plan)

Insurance Carrier: Attach insurance forms and hold harmless agreement. **Expiration Date:**

V. SIGNATURE

Under penalty of perjury, the signer of this Film Application agrees all of the above statements are true. When complete and by acceptance of this permit, applicant agrees to all the aforesaid conditions, including any attachments to this form and compliance with all local and state codes.

Production Company Representative and Title:

Production Company Representative Signature:

VI. ATTACHMENTS

Site Map Script Outline Proof of Insurance
 Traffic Control Plan Hold Harmless Agreement Notification for all businesses and Residents impacted by filming

VII. APPROVALS – OFFICE USE ONLY

Department:	Reviewed:	Approval:	Date:
Public Safety			
City Administration			

WAIVER, INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of and as condition of issuance of any film permit to film/tape/create media production within the right-of-way and /or public utility easement and/or City Owned or Controlled Property of the City of Grosse Pointe Woods.

_____ (“Film/Production Company”) takes the following action:

- A.** Film/Production Company assumes all risks of injury and property damage and accepts all responsibilities in the case of accident, injury or death, except for damages caused by or resulting from the City’s sole negligence.
- B.** Film/Production Company agrees not to sue the City of Grosse Pointe Woods, its employees, appointed and elected officials, volunteers and other individuals working on behalf of the City of Grosse Pointe Woods, for any claims, damages or costs which Film/Production Company may have as a result of any accident, injury, or death incurred or suffered by Film/Production Company or its employees while conducting any film/video/media production activity, construction, operation, use and/or maintenance in the right-of-way and/or public utility easement and/or City Owned or Controlled Property, except for damages caused by or resulting from City’s sole negligence.
- C.** Film/Production Company expressly agrees to the fullest extent permitted by law to indemnify and hold the City of Grosse Pointe Woods, its employees, appointed and elected officials, and volunteers and other individuals working on behalf of the City of Grosse Pointe Woods, harmless against and losses, costs, expenses, damages, liabilities, or claims whether groundless or not, arising out of bodily injury, sickness or disease, including death resulting and any time therefore, which may be sustained or claimed by any person or persons, or destruction of any property, (including the loss of use thereof) based on any act or omission, negligent or otherwise, of Film/Production Company or anyone else acting on its behalf incident to the permit to film/tape/create media production, within the right-of-way and/or public utility easement and/or City Owned or Controlled Property, exempt that Film/Production Company shall not be responsible for indemnification to the City for damages caused by or resulting from the City’s sole negligence: and Film/Production Company shall at its own case and expense, defend any such claim and any suite, action or proceeding which may be commenced there under and Film/Production Company shall pay any and all judgements which may be recovered in any such suit, action or proceeding and any and all expenses, including but not limited to costs, attorney fees and settlement expenses which may be incurred therein as they relate in any way to any film/tape/media production activity, construction, operation, use and/or maintenance by Film/Production Company or others working on behalf of the Film/Production Company within the right-of-way and/or public utility easement and/or City owned or Controlled Property.

Film Permit Schedule of Fees

Applications are **due 4 weeks before** any shooting date. Any film production application received less than 7 days before any shooting date is considered an “expedited application” and is subject to twice the normal fees.

Permit Fee - \$150.00 (Non-refundable)

I acknowledge receipt and review of this agreement and agree to abide by its terms and conditions.

Date: ___ / ___ / ___

Film/Production Company: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Signature of Film/Production Company Authorized Rep.

Print Name and Title

Witness Signature

Witness Name and Title