

FILM & VIDEO PERMIT APPLICATION PACKET

In order for the City of Ferndale to provide the best possible service and process your request(s) promptly and accurately, the following procedures must be followed:

Submittal of a Film & Video Permit Application must be received ten (10) working days prior to the first film date (with or without posting).

E-mail and Fax requests received after 5:00 p.m. (EST) will be considered to have been received and processed the next working day.

The Film & Video Permit Application must be legible and all sections must be completed.

Sections that do NOT apply to your film or video project require "N/A" (not applicable) to reflect "not applicable".

If the Film & Video Permit Application is not legible, it may result in your application being returned for correction.

Your Fax number/E-mail address must be entered in the appropriate space. Failure to provide this information will result in your request NOT being processed.

If you do not receive a confirmation that your application was received within 24 hours, please contact the Director of Special Events at (248)546-1573.

Posting should be indicated in the following order:

- Side of street (N/S for north side, BS for both sides, etc.)
- Street name and type (AV, ST, DR, etc.)
- Dates and hours requested

Film & Video Permit Fees:

- \$75 One-Day Permit Fee and \$50 each additional day
- Street Closure Fee: \$100 per hour
- Parking Lot Fee: \$100 per parking lot
- Sidewalk Usage Fee: \$15 and \$10 each additional day
- City Services billed at current hourly rate

All payments may be made with cash, company check, money order or credit card (MasterCard or Visa only).

Street closures require additional time for processing and approval. If you have any questions regarding the amount of lead time needed in order to allow sufficient time when submitting your request, please call the Director of Special Events at (248)546-1573.



FILM & VIDEO PERMIT APPLICATION

City of Ferndale's Federal Tax ID #38-6004610

-- Project Name and Description --

TYPE: COMMERCIAL NON-PROFIT TV/CABLE/MOVIE
FORMAT: FEATURE FILM MUSIC VIDEO TV/CABLE AD
 STILL PHOTOGRAPHY INTERNET OTHER: _____

DATE(s): _____

TIME(s): _____

CONTACT INFORMATION:

Production Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Business Fax: _____

Primary Contact: _____ Title: _____

Cell Phone: _____ Email: _____

Secondary Contact: _____ Title: _____

Phone: _____ Email: _____

SITE LOCATION OF FILMING DETAILS *(List each location according to dates)*

Describe Location(s), include cross streets or address(s):

1. _____ Date & Time: _____

of on-site crew: _____ Brief Scene Description: _____

2. _____ Date & Time: _____

of on-site crew: _____ Brief Scene Description: _____

3. _____ Date & Time: _____

of on-site crew: _____ Brief Scene Description: _____

4. _____ Date & Time: _____

of on-site crew: _____ Brief Scene Description: _____

PROPOSED TRAFFIC & PARKING PLAN: *Describe on-site vehicle(s) parking plan. List proposed street/lane closures, if any.*

EQUIPMENT DETAILS: *List on-site equipment such as autos, trucks, cranes, generators, etc, if any.*

SPECIAL EFFECTS: *flammables and/or explosives materials, firearms, etc, if any. (a pre-display is required)*

PERSONNEL: *(Total # of each)* Crew: _____ Cast Members: _____ Extras: _____
Other: _____

Municipal Permit Requirements: *(must be complete and approved BEFORE filming begins, if any)*

1. Ferndale Film Production General Permit: Required for any film work within the City of Ferndale which is to be located upon City property or which requires any use of City rights of way where such intended use is going to result in any restriction on public access, require coordination of traffic or pedestrian flow or is otherwise going to require any City assistance.
2. Ferndale Fire Department Permit: Required for building safety and when any combustible/flammable/explosive is used.

Municipal Charges: *(fees may vary based on needs)*

1. Street closures require both City and State permit, if applicable.
2. Police Department Services: Hourly rate applies for any required support.
3. Fire Department Services: Hourly rate applies for any required support.
4. Special Events Services: Hourly rate applies for any required support.
5. Additional Fees: Includes, but not limited to, any vehicle rental, facility rental, parking meter use, refuse/waste service, or other municipal service, etc.
6. Minimum overtime charges may apply for City Personnel and are non-refundable if canceled.

FERNDALE FILM LOCATION DETAILS

CATERING:

Location of catering activity: _____

Describe type of catering: _____

Contact the Director of Special Events at (248) 546-1573 for local restaurants offering catering services.

PARKING/POSTING INFORMATION:

Date(s): _____ Hours: _____

Parking Location(s): _____

ADDITIONAL INFORMATION:

- The City of Ferndale is to be included in production credits relative to filming or videotaping on public spaces or properties, including City Parks, City Hall and City Facilities.
- The City of Ferndale is requested to be included in production credits for filming or videotaping on City streets and on private property.
- A Certificate of Insurance with the City of Ferndale named as an “additional insured” with a one-million dollar liability insurance coverage requirement. (for details, see pg 5)

PERMIT CANNOT BE ISSUED UNTIL ALL CITY PERMITS AND APPROVALS ARE RECEIVED.

I hereby certify that I am aware of and agree to comply with the rules and regulations as provided for in the City of Ferndale Codes and Ordinances (ferndale-mi.com). I understand that failure to comply may result in the immediate discontinuance of operations, revocation of the permit and/or police citation. I acknowledge that lack of timeliness and/or material changes in the filming activity may result in permit denial or assessment of additional fees. **I have secured permission to film at all requested locations.** I am an authorized agent for the entity requesting this permit.

 Authorized Representative Name (PRINT)

 TITLE

 Authorized Representative Signature

 Date

The entire Film & Video Permit Application, and any additional attachments, must be delivered to City of Ferndale, ATTN: Director of Special Events:

Mail:
 300 E. Nine Mile Road
 Ferndale, Michigan 48220

Fax:
 (248)546-2369

Email:
 mlary@ferndalemi.gov

INSURANCE REQUIREMENTS

Film & Video Production

The City of Ferndale must be listed as the Certificate Holder:

City of Ferndale
300 E. Nine Mile Road
Ferndale, Michigan 48220

Worker's Compensation Insurance which meets Michigan's statutory requirements and **Employer's Liability Insurance** with minimum limits of \$500,000 each accident, \$500,000 each disease and \$500,000 each disease/employee.

Commercial General Liability Insurance with a minimum combined single limit of \$1,000,000 per occurrence subject to a minimum aggregate limit of \$2,000,000. Coverage is to include blanket contractual liability. The City of Ferndale shall be additional insured.

Automobile Liability Insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000. Include MCS90 endorsement (if hazardous waste will be transported by vendor's auto).

Umbrella Liability Insurance with a minimum combined single limit of \$4,000,000 per occurrence. Coverage shall include blanket contractual liability. The City of Ferndale shall be additional insured.