

# FILM PERMIT APPLICATION



Professional filmmakers must complete and file a film permit with a minimum of 14 days notice (see link on left navigation bar) and get approval from the City through the Sterling Heights Film Office, a division of the Community Relations Department, prior to filming in public spaces or outdoors on private property.

**COMPANY INFORMATION:**

Production Company Name: \_\_\_\_\_  
 Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Local Production Office Address: \_\_\_\_\_  
 Local Production Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Provide a list of prior filming projects, references, experience, and credentials relating to the individuals primarily responsible for the proposed activity and production

**CONTACT INFORMATION:**

Producer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Production Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Location Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Asst. Location Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PRODUCTION INFORMATION:**

Title of production: \_\_\_\_\_ Type of production: \_\_\_\_\_  
 Classification: Feature: \_\_\_ Short: \_\_\_ Documentary: \_\_\_ TV: \_\_\_ Commercial: \_\_\_ Non-Profit: \_\_\_ Multimedia: \_\_\_  
 Production Location(s): \_\_\_\_\_  
 Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_  
 Script Overview: \_\_\_\_\_

*(Please attach full copy of script, film treatment or outline)*

Details of Production Activity (Provide a description of production activity for each location including detailed maps for production site, base camps and crew parking): \_\_\_\_\_

Name of Private Property Owner/Representative: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Prep, Strike and Production Schedule: \_\_\_\_\_  
 Traffic Control/Activity in public ROW: No: \_\_\_ Yes: \_\_\_ (attach Traffic Control Plan)  
 City Services Requested (explain): \_\_\_\_\_  
 Total size of personnel (Cast and Crew) per site/day: \_\_\_\_\_ Number of production vehicles/equipment/trailers: \_\_\_\_\_  
 Pyrotechnics/Explosives: \_\_\_ Open Flames: \_\_\_ Use of Firearms: \_\_\_ Simulated Crimes: \_\_\_  
 Car Chase: \_\_\_ Animals: \_\_\_\_\_

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

Production Company Representative: \_\_\_\_\_

Production Company Representative Signature: \_\_\_\_\_

***Under penalty of perjury, the signer of Film Permit Application agrees all of the above statements are true***

*When complete and by acceptance of this permit, permittee agrees to all the aforesaid conditions, including any attachments to this form and compliance with all local and state codes*

**Return to:**

City of Sterling Heights Community Relations/Film Office  
 40555 Utica Road, Sterling Heights, MI 48311  
 (586) 446-2470, (586) 276-4065 (fax)

**APPROVALS**

Application Received Date: \_\_\_\_\_ Date: \_\_\_\_\_ Public Works Department: \_\_\_\_\_ Date: \_\_\_\_\_  
 Police Department: \_\_\_\_\_ Date: \_\_\_\_\_ Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_  
 Public Development: \_\_\_\_\_ Date: \_\_\_\_\_ Risk Management: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 City Approval by Signature

\_\_\_\_\_  
 Date

**WAIVER, INDEMNITY AND HOLD HARMLESS AGREEMENT**

In consideration of and as a 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 Sterling Heights, \_\_\_\_\_ (" 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 Sterling Heights, its employees, appointed and elected officials, volunteers and other individuals working on behalf of the City of Sterling Heights, 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 the City's sole negligence.
- C. Film/Production Company expressly agrees to the fullest extent permitted by law to indemnify and hold the City of Sterling Heights, its employees, appointed and elected officials, and volunteers and other individuals working on behalf of the City of Sterling Heights, harmless against any losses, costs, expenses, damages, liabilities, or claims whether groundless or not, arising out of bodily injury, sickness or disease, including death resulting at 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, except 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 cost and expense, defend any such claim and any suit, action or proceeding which may be commenced there under and Film/Production Company shall pay any and all judgments 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.

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

**Date:**

\_\_\_\_\_

**Film / Production Company:**

Company Name

\_\_\_\_\_

**Witness Signature:**

\_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

**Signature of Film / Production Company Authorized Rep.**

**X** \_\_\_\_\_

Print Title: \_\_\_\_\_

City of Sterling Heights

Film Permit # \_\_\_\_\_