

# APPLICATION FOR PHOTO/FILM/VIDEO SHOOT IN THE CITY OF FAIRFIELD

This application and the \$50 dollar processing fee must be submitted at least 10 business days prior to the shoot. Permit requirements and additional fees will be determined upon receiving the application.

## PRODUCTION COMPANY INFORMATION:

Production Company: _____
Contact Name: _____
City: _____ State: _____ Country: _____
Phone: _____ Fax: _____ Email: _____

## PROJECT INFORMATION:

Title of Project: _____
Type of Project: ( ) Film ( ) TV ( ) Commercial ( ) Student ( ) Other: _____

## ON-SITE CONTACT INFORMATION:

Contact Type: ( ) Location Manager/Scout ( ) Production Manager ( ) Other: _____
Name: _____
Phone: _____ Fax: _____
Mobile/Cell: _____ Email: _____

## SHOOT INFORMATION:

Address of Location: _____			
Start Date	End Date	Begin Time (am/pm)	End Time (am/pm)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

## AMPLIFIED SOUND AT THIS LOCATION:

Do you plan to have amplified sound at this location? ( ) Yes ( ) No
Start time of amplified sound: _____ End time of amplified sound: _____

## PERSONNEL AT THIS LOCATION:

Number of Cast/Crew: _____
Number of Extras: _____
Is there a possibility of crowds or spectators to gather at this location: ( ) Yes ( ) No

**VEHICLES & PARKING AT THIS LOCATION:**

Number of Vehicles: \_\_\_\_\_  
Cast/Crew Cars and Vans: \_\_\_\_\_ Trucks/Trailers/Motor Homes: \_\_\_\_\_  
Cranes/Condors: \_\_\_\_\_ Generators: \_\_\_\_\_  
Picture Cars: \_\_\_\_\_ Other: \_\_\_\_\_  
Off-Street Parking Provided: \_\_\_\_\_  
On-Street Parking Provided: \_\_\_\_\_

**CONSTRUCTION ACTIVITIES AT THIS LOCATION:**

*City permits and inspections may be required based on the work being completed. Should building permits be required, contractor information will be collected at the issuance of the building permit.*

Will there be any temporary structures, stages, tents to be erected on site? ( ) Yes ( ) No  
Will there be any interior or exterior modification of existing structures? ( ) Yes ( ) No

**ADDITIONAL EFFECTS AT THIS LOCATION:**

*Specifications for all special effects will be required for review by the City's Fire Department.*

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Type of Effects: ( ) Pyrotechnics ( ) Animals ( ) Sirens/Noises ( ) Explosions ( ) Open Flames  
( ) Use of Firearms ( ) Aircraft ( ) Simulated Crime ( ) Car Chase ( ) Stunt  
( ) Smoke ( ) Aerial ( ) Sparks ( ) Other (Please specify) :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL ASSISTANCE REQUESTED AT THIS LOCATION:**

\*Type of Assistance: ( ) Street Closure ( ) Traffic Control ( ) Emergency Services ( ) Security  
( ) Fire ( ) Water ( ) Other  
Please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The City of Fairfield will try to facilitate as many requests as possible. However, applications will be process in the order they are received.

**Required Information at Application Submittal:**

- ( ) Authorization from surrounding property owner(s)
- ( ) Insurance Liability Certificates (General Liability- \$1,000,000.00 Workers Compensation Coverage, Special Effects Liability - \$3,000,000.00).
- ( ) Site plan

\* Additional fees may apply to special assistance requests. Fees will be determined on a case by case basis. Street closure requests must go before the City Council. Please allow a minimum lead time of four weeks for street closure requests.

Compliance Agreement

I, \_\_\_\_\_, do hereby declare the enclosed scheduled filming will be conducted in accordance with the requirements and recommendations made by the City of Fairfield and in accordance with the Iowa Code. I understand that violations of ordinances or statutes will not be encouraged or permitted. I also understand this permit, if approved, may be revoked by the City of Fairfield if any of the following occur: the event becomes a public nuisance, violations of ordinances or statutes occur, city recommendations and requirements are not met. I understand that any significant changes (date, time, logistics, location, etc.) to the filming after the date it was reviewed by the City of Fairfield will require that I re-submit the Application for Filming.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Hold Harmless Agreement

I/We, \_\_\_\_\_, as an entity requesting a filming permit from the City of Fairfield shall hereby indemnify and hold harmless the City of Fairfield, its officers and employees, from and against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the City and shall defend, indemnify and hold harmless the City of Fairfield, its officers and employees, from and against any and all claims, demands, suits, actions or proceedings of any kind or nature, including, but not by way of limitation, worker's compensation claims, resulting from or arising out of the negligent acts, errors or omissions of the above stated entity, its employees or subcontractors. Furthermore, I, the undersigned, hereby acknowledge that I am a representative/officer of the subject entity with the authority to enter into this agreement on their behalf.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Total Fee Collected: \_\_\_\_\_

Additional stipulations of approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_