



**FILM AND VIDEO LOCATION APPLICATION**

Working Title of Production and Brief Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Type:**       Commercial       Non-Profit       Government       Student
- Format:**     Feature Film       Music Video       TV/Cable Movie  
 TV/Cable Program     TV/Cable Ad       www.Program  
 www.Ad               Commercial Still Photography

Production Dates in Ann Arbor    Start \_\_\_\_\_                      End \_\_\_\_\_

Production Company \_\_\_\_\_

Address \_\_\_\_\_

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

Business Phone      (    ) \_\_\_\_\_                      Business Fax (    ) \_\_\_\_\_

Fed/State Employer ID \_\_\_\_\_

**Primary Contact** \_\_\_\_\_

**Mobile Phone** (    ) \_\_\_\_\_                      **Email Address** \_\_\_\_\_

Title	Name	Phone/Email
Producer		
Director		
Production Manager		

**Location Manager** \_\_\_\_\_

**Mobile Phone**      (    ) \_\_\_\_\_                      **Email Address** \_\_\_\_\_

## Filming in Ann Arbor Location Detail

(Date order is preferred; attach Location Prep, Strike and Filming Schedule if available)

Location Description (include cross streets & address)	Film Shoot Date & Time	Number of On-site Crew	Anticipated City Services Support (include number of days)

Attach the following (include if available descriptions of listed items):

- List of Equipment to be used on-site during filming
- Special Effects (flammable, explosives, firearms, dangerous/hazardous materials) (include Technician information (name, contact information, certification/training))
- Traffic & Parking Plan
- Neighborhood Communication Plan (including contacts prior to, during and after filming)

**Note: Traffic & Parking Plan and Neighborhood Communication Plan subject to review and approval by City**

### Municipal Permit Requirements

Applicant agrees to complete all necessary permits required to begin the work contemplated under the application including but not limited to: municipal right of way, street closure, extended work hours, special event/park permits, or fire permits (required for building safety and when any combustible is used) and pay all municipal charges required for the application, review and approval of all necessary permits. Said municipal charges are to be paid on application for the specific permit. Permit fees are non-negotiable and non-refundable.

### Municipal Services Charges

Police & Fire: Applicant agrees to compensate the City for any police or fire support contemplated under the application or rendered in connection with emergency services to the on-site location at hourly rates in effect on the date of service.

Service Area/Unit Labor and Equipment Fees, including but not limited to Vehicle Rental, Facility Rental, Parking Meter/Meter Bag usage, Water/Waste Water/Refuse Service: Applicant agrees to compensate the City in accordance with current rate schedule or if no rate schedule is available based on written agreement.

### Location Agreement

All approved applicants will be required to execute a Location Agreement, the terms of which require a proof of \$1 million of liability insurance coverage and endorsement of the City of Ann Arbor as additional insured prior to any filming.

Return to: City of Ann Arbor, Communications Office, 100 N. Fifth Avenue, Ann Arbor, MI 48107-8647

**When complete and by filing with the City Administrator, Applicant agrees to all the aforesaid conditions, including any attachment to this form.**

Applicant Signature

By \_\_\_\_\_ Date \_\_\_\_\_

City Approval

By \_\_\_\_\_ Date \_\_\_\_\_