



# FILM PERMIT APPLICATION

Permit Number \_\_\_\_\_

City approval by – Signature \_\_\_\_\_

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

Production Title \_\_\_\_\_ Production Type \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Area Code Area Code Area Code Area Code

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

Location (Provide address and specific area on the property. Attach additional page for multiple locations.)

Type of Filming \_\_\_\_\_

Name of Private Property Owner/Representative \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Area Code

Activity (Provide a description of filming activity for each location including maps, sketches, etc.)

Prep, Strike, and Filming Schedule -- Attach separately

Traffic Control/Activity in Public ROW: No \_\_\_\_\_ Yes \_\_\_\_\_ (Attach Traffic Control Plan)

Date(s) \_\_\_\_\_ Times(s) \_\_\_\_\_

Total Personnel (Cast and Crew) per site/day \_\_\_\_\_

Vehicles/equipment (i.e. generator, etc.) \_\_\_\_\_

Pyrotechnics \_\_\_\_\_

Technician \_\_\_\_\_ License # \_\_\_\_\_

FX # \_\_\_\_\_ Insurance Company \_\_\_\_\_ Expiration Date \_\_\_\_\_

Company Representative Signature \_\_\_\_\_

Private Property Representative Signature (if applicable) \_\_\_\_\_

*When complete and by acceptance of this permit, permittee agrees to all the aforesaid conditions, including any attachments to this form.*

Return to: City of Walker | Community Development Department | 4243 Remembrance Rd NW | Walker, MI 49534



FILMING PERMIT  
RELEASE AND HOLD HARMLESS AGREEMENT  
CITY OF WALKER

COMPANY: \_\_\_\_\_ PRODUCTION TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The undersigned has requested a filming permit from the City for the limited purpose of motion picture, television, radio, or photographic production in accordance with *Chapter 24, Article III* of the City's Code of Ordinances. *Section 24-31(9)* requires Permittee to provide an agreement to hold the City harmless from and defend it against any and all claims, lawsuits or other liability arising from or as a result of the activity, event or use relating to the permitted activity. The undersigned acknowledges and affirms that the City has agreed to permit such activity subject to all the conditions and requirements of *Chapter 24* and the following condition:

Permittee shall agree to, and hereby does agree to indemnify, defend, and hold harmless the City, its Council, and its agents, officials, and employees, from and against any and all claims, loss, liability, damages, costs, and expenses, including, but not limited to, any and all liability for damage to property and/or any and all liability for personal injury or death as a result of the activity, event, or use provided for in this Permit, and/or as a result of participation in or attendance at the activity, event or use provided for in the Permit, caused by the negligent acts, errors or omissions of the Permittee, its agent, subcontractors, or employees, or others, regardless of whether or not Permittee alleges such claim, loss, liability, damage, cost, or expense is caused or contributed to, in part, by the City.

SIGNATURE: \_\_\_\_\_

PRINT SIGNATURE NAME: \_\_\_\_\_

TITLE: COMPANY: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE(S) OF FILMING: \_\_\_\_\_

STATE OF MICHIGAN        )  
  ) ss.  
OAKLAND COUNTY         )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_ by  
\_\_\_\_\_ of \_\_\_\_\_, a Michigan \_\_\_\_\_, on behalf of said \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

**RESOLUTION 10-\_\_\_\_\_**

**RESOLUTION ADOPTING FEES PURSUANT TO NEW ARTICLE IV OF CHAPTER 10  
ENTITLED “MOTIN PICTURE, TELEVISION, RADIO AND PHOTOGRAPHIC  
PRODUCTIONS”**

(A) The fees associated with the above new article shall be as follows:

**Permit Application Processing Fee (non-refundable):**

Motion Picture, Television, or Video shoot:	\$ 150
Commercial Advertisement Production (4 hours or less):	\$ 75
Still Photography:	\$ 50

Additional fee for expedited processing if less than normal processing time is required. (Late applications processed at the discretion of the Community Development Department: \$150

**Daily Public Property Use Fee (From Prep to Clean-up Time)**

Motion picture, television, or video-per day:	\$Varies*
Public property location holding per day	\$ 75

**Extended Hours of Permitted Filming Activity (Public or Private Property)**

Any film permitted activity beyond 7am to 7pm Monday through Saturday OR driving scenes on major, minor or neighborhood roads requiring special barricades, noticing, and/or public safety personnel (hourly rates for staff time to be calculated and charged separately). \$ 75

**Performance Guarantee**

A refundable security deposit may be required to cover any unanticipated City staff costs, clean-up costs, refund fees to user groups affected by the film permit activities, and/or other expenses not included/anticipated in the initial film permit fee calculation. \$ Varies\*

**Staff Costs**

Monitoring fee for additional police, fire, ordinance enforcement, public works, recreation & parks, or other staff as determined by the Community Development Department or his/her designee; Fee will be estimated based on hours and/or equipment and materials needed and scheduled \$ Varies\*\*

*\* Fee could vary depending upon actual property used and the impact on regularly scheduled events.*

*\*\* Staff time to be based on most current City overtime rate schedule and calculated and paid in advance of film permit activities.*

1. Obtain a film permit application from the City of Walker or download the permit application from our website at [www.ci.walker.mi.us](http://www.ci.walker.mi.us).
2. Complete film application and submit with payment.
3. Obtain general liability insurance in the amount of \$1,000,000.00, naming the City of Walker as an additionally insured party for the length of the shoot.
4. Submit hold harmless document is requirement.
5. The film company must notify affected residents, occupants and businesses, in advance of any filming and as instructed by the City of Walker, of the duration and location of filming, including information about planned special effects, road and lane closures, no parking requests, and sidewalk usage (without obstructing pedestrians). Notification letter and neighborhood signatures must be attached to the Film Permit.
6. Attach a sketch and/or traffic control plan of the exact filming location, listing which roads you wish to close and a brief description of what you will be filming and placement of work trucks.
7. Production vehicles must not block parking lot access/egress ramps, fire hydrants or be parked in fire lanes and must leave at least 20 ft. clearance between vehicles parked on either side of the road for emergency response vehicles to pass. Production vehicles must not block parking lot access/egress ramps.
8. Base camp cannot be on the streets of Novi; only the necessary production vehicles (i.e., grip & light truck) may be at the filming location. Crew parking, honey wagon, catering, non-essential production vehicles, etc. must be at a predetermined location (i.e., nearby parking lot).
9. Production crews must clean the location at the end of the day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition

### **Consideration & Disruption**

**Consideration to Residents/Occupants/Businesses:** These persons should be free from any negative environmental conditions resulting from filming including but not limited to, spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection. Specifically:

**Lighting:** Lighting for filming should be oriented away from neighboring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic.

**Noise:** The production company must comply with legislation governing noise. If the affected residents/occupants/businesses have been advised in advance of the nature of the noise and do not object, the likelihood of a complaint will be reduced.

**Disruption to Residents/Occupants/Businesses:** It is the production company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses and City employees where filming occurs. This includes ensuring residents, owners and customer's access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties.

## Vehicles, Traffic, Parking

### Traffic:

- No interference with pedestrian or vehicular traffic is to occur without being noted on the permit.
- Production vehicles must comply with appropriate traffic regulations unless stated otherwise on the permit.
- All moving vehicles must comply with regulations governing traffic in city parks/properties unless otherwise noted on the permit.
- Except where a road is closed for filming, where a moving vehicle is involved, the applicant shall adhere to the posted speed limits and to lawful conditions.

## City Department Approvals

Approval from the following City departments may be required for some productions:

**Community Development (Planning, Building and Code Enforcement):** Department approval is required for any environmental issues, including temporary construction of sets, grading and after regular hours filming.

**Public Works Department:** Department approval is required for any film/photo/video or other related activity that occurs in the public right-of-way.

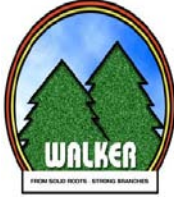
**Recreation and Parks Department:** Department approval is required for any related film/video/photo activity at any City park. Park staff may be required to be on site for some City park locations. Such staffing costs are the responsibility of the applicant and are in addition to the permit costs.

## Conditions/Restrictions

The applicant shall comply with all conditions and restrictions of the film permit. Violation of the City of Walker's film ordinance constitutes a misdemeanor and all filming activity will be halted. Such violations will void the permit for future use. No changes to the permit will be allowed after initial permit issuance without the written approval of the City. Additionally, filming may not occur for more than fourteen (14) consecutive days, on public or private property, without approval from the City Manager.

These procedures and guidelines are intended to serve as the minimum regulations under typical filming circumstances. However, the City reserves the right to increase or decrease the requirements on an application-by-application basis. Additionally, the City reserves the right to deny a film permit based in the manner described in the Municipal Code. If a film permit is denied, an applicant may appeal to the City Council in writing within five (5) working days.

**FINALLY, PLEASE NOTE, THE CITY SHALL RESERVE THE RIGHT  
TO WITHDRAW A PERMIT OR STOP PRODUCTION  
IN THE EVENT THAT THE APPLICANT DOES NOT ADHERE  
TO THESE RULES AND REGULATION!**



# ROAD CLOSURE PERMIT APPLICATION

Applicant \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone (\_\_\_\_) \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_  
Area Code

Name of street(s) requested for closure \_\_\_\_\_

Reason for closure request \_\_\_\_\_

Date of closure \_\_\_\_\_ Rain Date \_\_\_\_\_

Time of closure \_\_\_\_\_  
From To

City of Walker  
Department of Public Works  
4243 Remembrance Rd NW  
Walker, MI 49534  
Phone: (616) 791-6854  
Fax: (616) 791-6881  
[www.ci.walker.mi.us](http://www.ci.walker.mi.us)