

CITY OF YPSILANTI

FILM PERMIT APPLICATION

Tel: (734) 482-9825 Fax (734) 483-7396

Company _____ Fed/State Employer ID _____

Production Title _____ Production Type _____

Address _____

Phone _____ Fax _____ Cell _____

Location Manager _____

Location: (Provide address and specific area on property. For multiple locations, attach additional page)

Name of Private Property Owner/Representative _____ Phone _____

Activity: (Provide a description of filming activity for each location)

Traffic Control Plan? Yes ___ No ___ Attach Traffic Control Plan.

Prep, Strike, and Filming Schedule (Attach Separately)

Date(s) _____ Time(s) _____

Total Personnel (Cast and Crew) _____

Vehicles/Equipment (i.e. generator) _____

Special Effects _____

FX Coordinator/Technician _____ License # _____

Insurance Company _____ Expiration Date _____

Company Representative

Private Property Representative

CITY OF YPSILANTI

FILM PRODUCTION HOLD HARMLESS AGREEMENT

In consideration of the undersigned company being permitted to film in the City of Ypsilanti, it agrees to defend, indemnify and hold the City of Ypsilanti, Michigan, harmless from any and all claims of lawsuits arising out of the production company's activities within the City of Ypsilanti.

The undersigned represents that he/she has the authority to execute this agreement.

Date: _____

Signature: _____

Print Name: _____

Company: _____ Production Title: _____

Address: _____

Phone No.: _____ Date of Filming: _____

CITY OF YPSILANTI INSTRUCTIONS AND REGULATIONS FOR FILMING

Film Permit

An approved film permit from the City of Ypsilanti is required to film on public or private property for the purpose of producing any motion picture, television production, commercial production, educational production or other video production.

A film permit is not required for the following production activities:

- (1) Filming current news.
- (2) Filming for private or family use.
- (3) Filming for use in a school project.
- (4) Filming conducted by the City's public, education and government access organizations, or by or at the direction of the City.
- (5) Filming for the transmission of live entertainment to large-screen monitors within a live entertainment venue.
- (6) Filming within a legally established commercial motion picture, television, radio or photography studio, so long as city resources are not required for such filming.
- (7) Video or multimedia broadcast on the Internet so long as city resources are not required for such filming.

Although permits are not required for the aforementioned activities, all city services used for such productions will be billable.

Film Permit Guidelines

Advance Notice — Please submit a completed film permit application at least five (5) business days prior to the date on which you desire to conduct permit-required activity. For larger productions requiring set construction, special effects or traffic controls, three weeks notice is strongly recommended. Advance notice may be waived by the City Manager at her/his discretion.

Hours and Location of Filming — Please attach a schedule to this application that lists the times, locations and dates of filming. You are welcome to request any date and time to film. The City of Ypsilanti City Manager has discretion to restrict certain times and locations when approving an application.

Filming on Private Property — If filming on private property, please obtain the property owner's signature **prior** to applying for a permit. Additionally, you may be required to provide notice and/or gain approvals from nearby residents, businesses or homeowners' associations located near the proposed film project. Please note that neighboring homeowners should always be notified of the location and times of filming.

Special Effects — Special effects including, but not limited to, gunfire, explosions, fire, low helicopter flying, etc. require special permission from the City. To obtain special permission, please submit (in addition to the filming permit) a Summary of Proposed Special Effects that includes the following:

1. A brief description of the special effect or stunt to take place.
2. Time, location and date of the proposed special effect.
3. Summary of the expected noise and pollution from the proposed special effect.
4. Proof of additional liability insurance that is appropriate for the effect/stunt being performed.
5. Written statement of Fire Department approval.

Production Fee Schedule

Fees are based upon the type and location of filming activity. Although a permit should be submitted for each production, the permit fee is due upon determination by the Film Office. The security deposit is due upon the decision that City services are needed. The deposit will be returned to the company at the duration of filming after all fees have been deducted from it.

General Fees:

Permit Application Fee (Please write check to “City of Ypsilanti”):

Public Property	\$250
Private Property	\$100

Security Deposit: \$3,000

The Security Deposit must be paid upon the determination by the City that city services are necessary for the film production.

Daily Public Property Use Fee: \$107/day

This fee will be charged per day of the production from preparation time to the final clean-up date of the production. Any changes to the filming schedule within 5 days of film shoot will be charged for an additional day of the daily location fee.

Parking Space Rental: \$25 * spaces used

The percentage of spaces available to be rented in parking lots will be based on the total number of spaces regularly used in the lot and the availability of nearby lots (for parking lot regulars).

Rental of City Owned Land (i.e. – The Water St. Lot): See Special Events Guidelines

Staff Fees: See Fee Schedule

Ypsi Green Films Program \$20 flat fee

This is a voluntary option for crews that would like to recycle their plastic bottles.

Ypsi Still Films Program

Film Production Crews can opt to leave a positive mark on the City in a way that benefits both the City and the Production Company by choosing to participate in the *Ypsi Still Films*

program. This program provides production crews the ability to choose a city location in need of repair as part of their film. This could give the production crew additional flexibility in shots for the film. A list of these project locations can be found through the City Manager's office or the Department of Public Services.

Liability & Insurance Provisions

A certificate of insurance is required in the amount of one million dollars (\$1,000,000) naming the City of Ypsilanti, its officers and employees as co-insured for protection against claims of third persons for personal injuries, wrongful deaths and property damages unless greater or lesser coverage is requested and approved by the City Manager. The certificate shall not be subject to cancellation until after thirty days written notice to the City of Ypsilanti. If the applicant plans on conducting pyrotechnics, special effects, or other dangerous stunts, the amount specified in the certificate of insurance, upon request of the City Manager or designee, may be increased.

Applicants must execute a Hold Harmless Agreement. The Hold Harmless Agreement must be signed by the same individual that signs as the company representative on the permit application. Agreement is attached.

Activity in the Public Right-of-Way

Any activity proposed to occur in a public right-of-way will be reviewed on a case-by-case basis. Applicants using a public right-of-way shall submit a Traffic Control Plan indicating the type and placement of traffic controls, including police or fire assistance if necessary. If approved, the applicant will be responsible for supplying, placing and removing the necessary controls as stated in the Traffic Control Plan.

The posting of "No-Parking" signs require advance warning of at least 48 hours. "No-Parking" signs shall clearly state the times and dates of the parking restrictions and be spaced every fifty (50) feet.

Ypsilanti Police and Fire Services

Ypsilanti's police and fire services must always be notified of any film permit application. The Police Department and Fire Department shall determine if any public safety services are necessary, as well as any fees to be charged. Generally, public safety services are required for productions with a cast and crew of over 50 persons, driving shots, special effects, or night shots. Fees assessed by the Police and Fire Departments shall be billed following the production. These fees shall be paid within one month of the date of the invoice. See the fee schedule above for the rates of police and fire services.

Conditions and Restrictions

The applicant must comply with all conditions and restrictions of the film permit. Violation of the Ypsilanti 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.

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. The City reserves the right to deny any film permit, but the applicant may appeal the denial to City Council if notice of the appeal is given with ten (10) business days of the denial.

The issuance of a film permit does not allow the holder to violate local ordinances, including the fire code. The holder may be required to obtain other permits such as a noise permit.