



Applicants can submit Film Permit Applications to the Community & Economic Development Department at any time.

Only complete applications containing all of the required information and the \$200 application fee will be reviewed. Once determined complete, the application is then forwarded to the Police, Fire and Public Service Departments for review and comment.

The following documentation shall be provided with the application to be considered complete:

- List of film activities
- List of requested City Services
- Completed Waiver, Indemnity and Hold Harmless Agreement
- Attachments as listed in the application.

City services will be invoiced following filming.

Once all reviewing Departments have approved the application, the Community & Economic Development Department issues a "film permit award letter" which outlines the date(s), time(s), location(s) and city services to be provided as part of the filming activities.

Applications are generally processed within two (2) weeks of the submittal date.



3401 Evaline Avenue, Hamtramck, Michigan 48212
Phone: 313.870.0355 Fax: 313.876.7771

Date: ____ / ____ / ____

Office Use Only:

Case Number: _____ Total Fees Paid: _____

File Number: _____ Authorization: _____

****SEE ATTACHED FEE SCHEDULE****

I. IDENTIFICATION

Production Company Name:

Permanent Address: _____ City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____ Email Address: _____

Local Production Office Address:

Local Production Office Telephone Number: _____ Local Production Office Fax Number: _____

II. FILMING PROJECTS

Provide a list of prior filming projects, references, experience and credentials relating to the individuals primarily responsible for the proposed activity and production. Provide a list of Michigan communities that you have worked in and provide community contact information:

Applicant's Signature: _____

Date: _____

III. CONTACT INFORMATION

Producer's Name: _____ Telephone: _____ Email: _____

Production Manager's Name: _____ Telephone: _____ Email: _____

Location Manager's Name: _____ Telephone: _____ Email: _____

Assistant Location Manager's Name: _____ Telephone: _____ Email: _____

IV. PRODUCTION INFORMATION

Title of Production:

Type of Production:

- | | | |
|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Feature | <input type="checkbox"/> Documentary | <input type="checkbox"/> Television |
| <input type="checkbox"/> Short | <input type="checkbox"/> Commercial | <input type="checkbox"/> Multimedia |
| <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Education | |

Please attach a full copy of the script, film treatment or outline

Production Location Address:

Production Location Property Owner:

Property Owner 's Telephone Number:

Date(s) and Time(s) of filming activities – also indicate the number of personnel on-site per day, including cast, crew and extras:

Date:

Date:

Date:

Date:

Time:

Time:

Time:

Time:

Personnel:

Personnel:

Personnel:

Personnel:

Provide a description of production activity for each location including detailed maps for the production site, base camp(s) and crew parking:

Provide the prep, strike and production schedule:

Number of Production vehicles, equipment and/or trailers:

Automobiles _____	Trucks _____	Camera Cars _____
Catering Trucks _____	Crew Cars _____	Cranes _____
Trailers _____	Vans _____	Other: _____ (Please specify type)

Scenes / Special Effects:

- Pyrotechnics / Explosives
- Open Flames
- Use of Firearms
- Simulated Crimes
- Car Chase
- Animals
- Other (Please describe)

City services requested (explain in detail):

Traffic Control / Activity in Public Right-of-Way (if yes, attach Traffic Control Plan)

Insurance Carrier: *Attach insurance forms and hold harmless agreement.*

Expiration Date:

V. SIGNATURES

Under penalty of perjury, the signer of this Film Application agrees all of the above statements are true. When complete and by acceptance of this permit, applicant agrees to all the aforesaid conditions, including any attachments to this form and compliance with all local and state codes.

Production Company Representative and Title:

Production Company Representative Signature:

VI. ATTACHMENTS

- Site Map
- Script Outline
- Proof of Insurance
- Traffic Control Plan
- Hold Harmless Agreement
- Notification for all businesses & residents impacted by filming

VII. APPROVALS – OFFICE USE ONLY

Application Received:

Department:	Reviewer:	Approval:	Date:
Police			
Fire			
Public Services			
City Approval			



2011 Film Permit Schedule of Fees

The following outlines the various costs associated with filming in the City of Hamtramck. Please note that normal applications are **due 7 days before** any shooting date. Any film production application received less than 7 days before any shooting date is considered an “expedited application.” All “expedited applications” are subject to twice the normal fees. No applications requiring City Services (Police, Fire, DPW) are accepted less than 3 days prior to any shooting date. Applications not requiring City services may be accepted up to 24 hours prior to a shooting date.

- **Permitting Fee - \$200**
- **Daily Public Property Use Fee (from Prep to Clean-Up Time)**
 - Feature film, television, or video- \$75 / day
 - On-street base camp (if approved) - \$25 / day
 - Equipment Rental (i.e. barricades, no parking signage) - \$75 per day
 - Parking space/lot rental – current going rate
 - Shoppers World –75 spaces - \$900 / all day
 - McDougall – 30 spaces - \$360 / all day
 - Florian – 10 spaces - \$120 / all day
 - Poland – 10 spaces - \$120 / all day
 - Evaline (2 lots) – 10 spaces each - \$120 / all day
 - On-Street Parking - *Example of spacing* - 200' = 10 spaces / 300' = 15 spaces
- **Extended Hours of Permitted Filming Activity - \$75/ day**

Any film permitted activity between the hours of 8 p.m. and 7 a.m. 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 separately.
- **Staff Wages** will vary based on hours needed, scheduled and current pay rate. The current pay scale as of August 2010 is:
 - Police Officer with vehicle \$50.00/hour
 - DPS staff \$40.00/hour
- **Marketing Credit - \$200**

A marketing credit will be applied if the “City of Hamtramck” is used as product placement. A rebate / refund of the Permit Application fees will be made up to \$200 or equal to the amount paid in fees, but not to exceed \$200. The name “City of Hamtramck” must be referenced in the final applicant featured product as well as in film credits. The city’s name must be used in good taste and help promote the city as a safe and clean city to live, work and play. The rebate will be made after the film permit activities are completed.

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 Hamtramck,

_____ (" 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 Hamtramck, its employees, appointed and elected officials, volunteers and other individuals working on behalf of the City of Hamtramck, 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 Hamtramck, its employees, appointed and elected officials, and volunteers and other individuals working on behalf of the City of Hamtramck, 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: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____

Signature of Film/Production Company Authorized Rep.

Witness Signature

Print Name and Title

Witness Name and Title