



City of Hamtramck, Michigan
Community & Economic Development Department
3401 Evaline Avenue, Hamtramck, Michigan 48212
Phone: 313-800-5233 ext. 332

FILM PERMIT APPLICATION

The applicant shall submit the Film Permit Application to the Community & Economic Development Department a minimum of 4 weeks prior to filming.

Only a complete application containing all of the required information submitted with the \$200 application fee will be reviewed.

The following documentation (use additional sheets if necessary) shall be provided with the application:

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

The estimated cost of all city services will be escrowed prior to filming. Actual cost will be invoiced following filming.

The Community & Economic Development Department will issue a “film permit” to approved applicants which outlines the dates(s), time(s), location(s) and any other necessary information.

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

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 or outline of script

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 and production schedule:

Number of production vehicles, equipment and/or trailers:

Automobiles _____	Truck _____	Camera Cars _____
Catering Trucks _____	Crew Cars _____	Cranes _____
Trailers _____	Vans _____	Other_ (Please specify type)

Scenes/Special Effects:

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

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. SIGNATURE

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 and Residents impacted by filming

VII. APPROVALS – OFFICE USE ONLY

Department:	Reviewed:	Approval:	Date:
Police			
Fire			
Public Services			
Community and Economic Development			
City Manager			

WAIVER, INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of and as 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 conduction 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 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 and losses, costs, expenses, damages, liabilities, or claims whether groundless or not, arising out of bodily injury, sickness or disease, including death resulting and 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, exempt 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 case and expense, defend any such claim and any suite, action or proceeding which may be commenced there under and Film/Production Company shall pay any and all judgements 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



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Film Permit Schedule of Fees

Applications are **due 4 weeks before** any shooting date. Any film production application received less than 7 days before any shooting date is considered an “expedited application” and is subject to twice the normal fees.

CED	PARKING SPACE/LOT RENTAL	
CED	Shopper's World (75 spaces) (per day)	1,200.00
CED	McDougall (30 spaces) (per day)	480.00
CED	Florian (10 spaces) (per day)	160.00
CED	Poland (10 spaces) (per day)	160.00
CED	Evaline (2 lots/10 spaces) (per day)	160.00
CED	On-street parking (per space) (per day)	16.00
CED	PERMIT PARKING	
CED	Monthly fee	75.00
CED	METER PARKING	
CED	Per Hour	1.00
CED	Overtime meter fine	25.00
CED	FILM/OTHER	
CED	Film Application	200.00
CED	Feature Film/Television/Video (per day)	100.00
CED	On Street Base Camp (per day)	50.00
CED	Use of Equipment (barricades, signage, etc.) (each item category per day)	100.00
CED	Extended hours (8PM - 7AM) (per day)	100.00
CED	Staff Wages (Police Officer with Car) (per hour)	per wage rate
CED	Staff Wages (Public Works) (per hour)	per wage rate
CED	Marketing Credit	200.00

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 film 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.