



FILM PERMIT APPLICATION

FILM PRODUCTION GUIDELINES AND REGULATIONS

Welcome to the City of Havre de Grace! We're glad you've selected our community for your production. The City of Havre de Grace is ready to assist you to make your stay here productive. These guidelines will explain the services and requirements for film production activities in the City of Havre de Grace. If you have any questions, please contact the Office of Tourism at 410-939-2100.

PLEASE TAKE TIME TO REVIEW THE FILM PERMIT APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM.

All commercial filming and taping in the City of Havre de Grace requires a permit issued by the City. Exemptions/Waivers include films made: (1) solely for private or family use; (2) for use in criminal investigations or civil proceedings; (3) for news purposes; (4) for charitable purposes; and (5) for CATV program development for the government educational and public access channels, and educational filming activities.

PERMIT APPLICATION PROCESS

The Film Permit process begins when the applicant submits a complete Film Permit Application. Upon receipt of your complete Film Permit Application, a representative from the City will contact you. **Please note that acceptance of your Film Permit Application should not be construed as a final approval or confirmation of your Film Permit Application.**

A complete Film Permit Application includes:

- The signed Film Permit Application filled out with detailed information about the production
 - The following documents must be submitted with the Film Permit Application to be considered complete and begin the review and approval process:
 - Script
 - Map/Site Layout
 - If filming on private property, a location agreement is required for each private location
 - Letter from school is required if the production is a student film
- The following must be submitted once an application is approved before any filming can begin:
 - Film Permit Application Fee (paid by credit card or check to the City of Havre de Grace Finance Department)
 - Insurance Certificate and Endorsement naming the City of Havre de Grace as additionally insured (if vehicles are being used in the production automobile liability is required)

FILM PERMIT APPLICATION FEE

Payments must be made by credit card or check. Cash or money order payments will not be accepted.

In addition to the flat-rate application fee, any fees paid in advance are only an estimate, the final costs may differ. Over-payments will be refunded and under-payments will be billed within thirty (30) days of the final day of filming and are due and payable within thirty (30) days of billing date.

SUBMISSION

Please submit your completed Film Permit Application to:

City of Havre de Grace
Department of Economic Development & Tourism
Attn: Film Permits
711 Pennington Avenue
Havre de Grace, MD 21078

Or email: bridgettej@havredegracemd.com

If you have additional questions please contact 410-939-1800 x1175 or bridgettej@havredegracemd.com.

NOTE: Completed Film Permit Application must be received a minimum of 2 weeks prior to production date.

INSURANCE

Production company must provide a General Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit, \$2,000,000 aggregate AND \$1,000,000 Auto Liability if the event includes any moving vehicles including golf carts AND an additional insured endorsement naming the City of Havre de Grace, its officers, employees and agents' as additional insured. This document must be submitted before filming can begin. All contracted services for the production i.e. security services, rentals, traffic management, etc. must provide insurance.

CITY FACILITIES, STREETS, EQUIPMENT

The City of Havre de Grace shall permit the film production industry to utilize the variety of backdrops afforded within the City as locations for filming or videotaping, so long as the locations do not unreasonably interfere with the public health and/or safety nor unreasonably endanger any property.

Film companies shall be charged whatever fee structure has been established for use of particular City facilities (see fee schedule: <https://ecode360.com/8368148#8368148>). Use of all other public buildings (excluding City schools), facilities, and streets shall be made available at no charge, unless such use results in cost to the City. Any such costs incurred shall be reimbursed in total by the film production company.

Requests for Police and Fire equipment to be used as props shall be approved by the Police Chief/Fire Chief or his/her designee.

If necessary, other City property may be provided for use as props in a production and may or may not have associated costs for this use.

If a film production company wishes to film on public property not under the City of Havre de Grace's jurisdiction, applicants shall obtain the permission, consent and/or lease for use of the property from the appropriate agency. A copy of that permission agreement shall be provided to the Department of Economic Development & Tourism for inclusion in the applicant's permit file.

RESIDENTIAL/COMMERCIAL/INDUSTRIAL PUBLIC RIGHTS-OF-WAY

Residential areas may/can be used for filming only between the hours of 7:00 a.m. and 10:00 p.m. Night filming between the hours of 10:00 p.m. and 7:00 a.m. must be included in the application. Any variances in the scheduling whereby night filming will occur will require a separate request with prior joint written approval from the Director of Economic Development & Tourism and the Chief of Police so that proper notifications can be made to the area impacted, and the Mayor and City Council.

Commercial areas may be restricted during certain hours due to considerations such as rush-hour traffic. Otherwise, commercial areas are available for filming.

Industrial areas can be used for filming 24 hours a day, with care given not to affect the work activities in the area.

The permittee, no later than 48 hours before the filming in a residential neighborhood, commercial or industrial area, shall notify in writing the residents and businesses in those areas as to the company, filming times, special activities, and the name, address, and phone numbers of the company's local office. Prior to filming, the Director of Economic Development & Tourism shall be notified that this information has been distributed, and a copy also shall be supplied to that office.

PRIVATE PROPERTY

Film production companies shall obtain the private property owners' permission, consent and/or lease for use of their property. A copy of that permission agreement shall be given to the Director of Economic Development & Tourism for inclusion in the applicant's permit file.

SECURITY AND ASSOCIATED FUNCTIONS

If a film production company uses a private uniformed security firm, it shall be licensed by the state of Maryland and fully insured at limits approved by the City. Private security companies should only be hired for equipment security and crowd control and not for law enforcement duties such as traffic control.



FILM PERMIT APPLICATION

City of Havre de Grace
711 Pennington Avenue
Havre de Grace, Maryland 21078
410-939-1800

Filing Time: A minimum of 2 weeks is required to process a film production permit.

Requirements: All questions must be fully answered and the application must be signed. Please indicate N/A if the question does not apply to you. **INCOMPLETE APPLICATIONS WILL BE RETURNED.**

APPLICANT INFORMATION

Date: _____

Production Company Name: _____
(If this is a student film, please add school name)

Address: _____
(Street Address)

(City)

(State)

(Zip)

Contact #1

Name: _____ Title: _____

Cell #: _____ Email Address: _____

Contact #2

Name: _____ Title: _____

Cell #: _____ Email Address: _____

PRODUCTION INFORMATION

Project Title: _____

Production Type:

TV Commercial TV Movie TV Episode Feature Film Music Video

Corporate Video Student Film Drone Other _____

Please provide detailed information of production, synopsis of storyline, and any relevant information below:

TRAFFIC INFORMATION

If filming is planned on City streets and/or City property, please submit a site plan showing location(s) of cast, crew, vehicle(s), and the route to be traveled.

Site Plan attached

Site map will be submitted by Time: _____ and Date: _____

If filming is to take place on City streets, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production.

Describe plan: _____

Will this production require a street closure? YES NO

If yes, complete details under Location Film Specifics.

PARKING

Do you require parking? YES NO

Parking Encroachment Details

“NO PARKING” SIGNS WILL BE POSTED 72 HOURS BEFORE ENCROACHMENT FOR EVENTS

Garage: YES NO Location: _____

Parking Lot: YES NO Location: _____

On-Street

Parking (not marked): YES NO Location: _____

Marked Stalls: YES NO Location: _____

Impacts ADA/Disabled Parking Stall(s) or Pedestrian Access Ramps: YES NO

How do you plan to utilize the parking space? Provide specific details:

For On-Street without marked spaces: List the distance in feet to be utilized on the street - Increments of 20ft per parking space. Feet: _____

Be advised that no parking zones, disabled parking and loading zones may not be reserved.

- All Temporary “No Parking” signs must be removed by the permittee upon the expiration of the signs or at the end of the event/production, whichever comes first.

EQUIPMENT/PROP INFORMATION

Please provide the exact number and indicate size or length of each (5 ton, 10 ton, step-van, 35 ft, etc.). Use a separate sheet, if necessary:

Cars _____	Generator _____	Maxi Van _____
Trucks _____	Grip/Electric _____	Production Van _____
Camera Truck _____	Honey Wagon _____	Station Wagon _____
Caterer _____	Motor Home _____	Other _____
Effects _____	Wardrobe _____	_____

Where will vehicles be parked during filming schedule? _____

List of Props: _____

YES NO Will you be using pyrotechnics (fireworks) or explosives?
If yes, please attach detailed information about the specific plan.
Pyrotechnician: _____
License Number: _____
Phone Number: _____
Cell Number: _____

YES NO Will you be using hazardous material?
If so please list: _____

YES NO Will you be using fake weapons?
If so please list: _____

YES NO Will you be using animals?
If yes, what type and how many? _____

YES NO Will you be using tents over 200 square feet?

YES NO Will you be using canopies over 400 square feet?

YES NO Will you be utilizing any aerial stunts or elements in your film? If yes, please attach any details of any aerial stunts that will be used.

YES NO Will you be filming on private property? If yes, you must provide a copy of signed location agreement(s).

YES NO Will you be using a drone?

LOCATION FILM SPECIFICS

Please complete the following information for each separate date of filming. Attach additional sheets as needed with the requested information.

If private property is being used, list owners name, address, and phone number. Must provide a copy of signed location agreement(s).

Date:	Prep Time		Film Time		Strike Time	
	Start:	End:	Start:	End:	Start:	End:
Location						
Address						
Activity						
Equipment/Props to be Used						
Parking/ No Parking Needs and Locations						
Traffic Information	Closure Time		Type of Closure Needed			
	Start:	End:	Street <input type="checkbox"/>	Sidewalk <input type="checkbox"/>	Lane <input type="checkbox"/>	
	Street Name:					
	From (cross street):					
	To (cross street):					
Personnel on Site						

Date:	Prep Time		Film Time		Strike Time	
	Start:	End:	Start:	End:	Start:	End:
Location						
Address						
Activity						
Equipment/Props to be Used						
Parking/ No Parking Needs and Locations						
Traffic Information	Closure Time		Type of Closure Needed			
	Start:	End:	Street <input type="checkbox"/>	Sidewalk <input type="checkbox"/>	Lane <input type="checkbox"/>	
	Street Name:					
	From (cross street):					
	To (cross street):					
Personnel on Site						

LOCATION FILM SPECIFICS

Date:	Prep Time		Film Time		Strike Time	
	Start:	End:	Start:	End:	Start:	End:
Location						
Address						
Activity						
Equipment/Props to be Used						
Parking/ No Parking Needs and Locations						
Traffic Information	Closure Time		Type of Closure Needed			
	Start:	End:	Street <input type="checkbox"/>	Sidewalk <input type="checkbox"/>	Lane <input type="checkbox"/>	
	Street Name:					
	From (cross street):					
	To (cross street):					
Personnel on Site						

Date:	Prep Time		Film Time		Strike Time	
	Start:	End:	Start:	End:	Start:	End:
Location						
Address						
Activity						
Equipment/Props to be Used						
Parking/ No Parking Needs and Locations						
Traffic Information	Closure Time		Type of Closure Needed			
	Start:	End:	Street <input type="checkbox"/>	Sidewalk <input type="checkbox"/>	Lane <input type="checkbox"/>	
	Street Name:					
	From (cross street):					
	To (cross street):					
Personnel on Site						

AGREEMENT

Permittee waives all claims against the City, its officers, agents and employees, for loss and damage caused by, arising out of or in any way connected with the exercise of this permit, and Permittee agrees to hold harmless, indemnify and defend the City, its officers, agents and employees, from any and all loss, damage or liability which may be caused by, arising out of or in any way connected with the exercise by Permittee of the rights hereby permitted. The City shall have the privilege of inspecting the premises covered by this permit at any or all times. This permit shall not be assigned. The City may terminate this permit at any time if Permittee fails to perform any provision herein. Permittee hereby agrees that it, its officers, agents and employees, in the performance of this permit, shall act in an independent capacity and not as officers, employees or agents of the City. No alteration or variation of the terms of this permit shall be considered valid unless made in writing and approved by the City. Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin, or physical handicap. The Permittee hereby agrees to comply will all the rules and regulations of the facility or institution subject to this permit. Permit must be kept on site at all times.

Permittee agrees to all the terms and conditions of this permit including the provisions listed above and any attachments. Any changes to this application must be submitted in writing by the applicant.

Company Representative (Print)

Director of Economic Development & Tourism

Company Representative (Signature)

Director of Department of Public Works

Chief of Police

Office Use Only

Low Impact Application High Impact Application Tracking # _____

Received:

- Script
- Map/Site Layout
- Location agreements, if filming on private property
- Letter from school, if a student film
- Fee Paid / Date Paid _____
- Insurance Certificate / Date Received _____

Application Received by _____
City Official

Date Received _____

Date the Maryland Film Office was contacted regarding receipt of application (if applicable): _____