



# MOTION PHOTOGRAPHY PRODUCTION PERMIT

## ORANGE, SEMINOLE, LAKE AND OSCEOLA COUNTIES

PRODUCTION COMPANY/APPLICANT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

REPRESENTATIVE NAME & TITLE \_\_\_\_\_

ON-SITE PRODUCTION COORDINATOR \_\_\_\_\_

ON-SITE PHONE \_\_\_\_\_

PRODUCTION MANAGER \_\_\_\_\_

PRODUCTION MANAGER EMAIL \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

Budget \_\_\_\_\_ Total Cast (local hires) \_\_\_\_\_

Total Crew (local hires) \_\_\_\_\_ Total Room Nights \_\_\_\_\_

Production Days - Prep to wrap \_\_\_\_\_

- Feature Film     Independent Film     Commercial     PSA     Web Series     Music Video
- Student Project     Documentary     TV Series/Pilot     Other \_\_\_\_\_

Production Location	Dates & Times -- Rain Dates & Times

PLEASE EMAIL COMPLETED PERMIT TO Lindsey Sandrin: [lindsey@filmorlando.com](mailto:lindsey@filmorlando.com)



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PRODUCTION COMPANY \_\_\_\_\_ FILMING DATE(S) \_\_\_\_\_

*If there is not enough space below, attach a separate sheet of paper with the required information*

**PRODUCTION SCHEDULE:** Include all relevant information such as production activity, number of cast and crew involved, number of production vehicles at location, any temporary structures, etc.

**CITY, COUNTY OR STATE SERVICES:** Describe any additional personnel, facilities, or assistance needed. For example - police escort, restroom use, extended hours, etc.

**SPECIAL EFFECTS:** Check any applicable categories and include a detailed explanation of the activity.

Stunts	Explosives	Firearms	Fireworks	Incendiary Devices	Other
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Explain:

**TRAFFIC CONTROL AND PARKING:** Describe all traffic control and parking arrangements necessary. When requesting parking, road closures or intermittent traffic control, a map of the impacted area must be included.



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PRODUCTION COMPANY \_\_\_\_\_ FILMING DATE(S) \_\_\_\_\_

### APPLICANT'S CERTIFICATION

The applicant agrees to abide by the provisions of the City/County/State Codes pertaining to Motion Photography Production, as represented by this permit and any attachments. In addition, the applicant agrees to restore location production sites to the condition existing immediately prior to production. This permit is to be in possession of the production company at all times while on location and must be presented upon demand by any City/County/State authorized agent. The person whose signature appears below certifies that he/she is an authorized agent of the applicant and is duly authorized on the applicant's behalf to execute this application.

### INDEMNIFICATION

The applicant indemnifies and holds harmless the City/County/State, named as \_\_\_\_\_, its officers and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or resulting from the acts or omissions of applicant, its contractors, subcontractors, their employees, agents or servants, during the filming and all activities associated therewith for which this application is filed, including the use of any city owned property.

### INSURANCE CERTIFICATE

An Insurance Certificate additionally insuring \_\_\_\_\_ as the Certificate Holder, in the amount of no less than \$1,000,000 or \$5,000,000 in the case of explosives/stunts, must be attached to this application.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME & TITLE (PRINT) \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

### AUTHORIZATION FOR PERMIT APPROVAL: FOR FILM OFFICE ONLY

POLICE/SHERIFF'S DEPT. \_\_\_\_\_ DATE \_\_\_\_\_

FIRE DEPT. \_\_\_\_\_ DATE \_\_\_\_\_

RISK MANAGEMENT \_\_\_\_\_ DATE \_\_\_\_\_

TRAFFIC & ENGINEERING \_\_\_\_\_ DATE \_\_\_\_\_

PARKS/RECREATION DEPT. \_\_\_\_\_ DATE \_\_\_\_\_

PARKING/METERS DEPT. \_\_\_\_\_ DATE \_\_\_\_\_

CODE ENFORCEMENT \_\_\_\_\_ DATE \_\_\_\_\_

CITY/COUNTY DESIGNEE \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE EMAIL COMPLETED PERMIT TO Lindsey Sandrin: [Lindsey@FilmOrlando.com](mailto:Lindsey@FilmOrlando.com)**



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#### REQUIRED DOCUMENTS TO BE INCLUDED WITH THE PERMIT APPLICATION

**Neighborhood Letter (if applicable)**

If filming at a residence, please attach a letter to be distributed to surrounding neighbors within a 500 ft. circumference, as well as signed consent from properties on the immediate left, right, front and back.

**Business Letter (if applicable)**

If filming at a business, please attach a letter to be distributed to surrounding businesses within a 500 ft. circumference, as well as signed consent from businesses on the immediate left, right, front and back.

**Map**

If filming at a residence/business where you will be parking your production/crew vehicles on the street, please include a map that indicates where everyone will park.

Also, if filming at a park, please include a map that indicates where you will be filming on park property.

**Certificate of Insurance**

All filming in the Orlando region requires applicants to produce a certificate of insurance additionally insuring the city/county of your filming jurisdiction. Details are subject to each jurisdiction and will be provided to you by the Orlando Film Commission upon application submission.

**Project Summary Document (next page)**

Please fill out a Project Summary Document and return it to the Film Commission. This document is an important piece in helping the Film Commission track local spend information. Individual project information will *not* be shared unless written permission is received to do so. Any information collected will only be shared as part of a larger number, used to assist the Film Commission in highlighting the importance and positive impact of the Film Industry on our Central Florida region. Note: While final spend information is preferred, this document can be submitted prior to filming, with estimated spend information.

# FINAL PROJECT SUMMARY

<b>PROJECT NAME:</b>			
<b>COMPANY NAME:</b>			
<b>ADDRESS:</b>		<b>CITY/STATE/ZIP:</b>	
<b>PHONE:</b>		<b>COMPANY WEBSITE:</b>	
<b>CONTACT NAME:</b>		<b>CONTACT TITLE:</b>	
<b>CONTACT PHONE:</b>		<b>CONTACT EMAIL:</b>	
<i>Check all that apply:</i> <input type="checkbox"/> <b>Film</b> <input type="checkbox"/> <b>Television</b> <input type="checkbox"/> <b>Commercial</b> <input type="checkbox"/> <b>Student</b> <input type="checkbox"/> <b>Other</b>			
<b>PROJECT DESCRIPTION:</b>			
<b>BUDGET BREAKDOWN:</b>			
<b>Total Budget:</b>		<b>Local Budget Spend:</b>	
	\$ _____		\$ _____
<b>Total Crew:</b>	# _____	<b>Local Location Dept:</b> (loc. fees, police, security, etc.)	\$ _____
	\$ _____	<b>Total # Production Days:</b>	# _____
<b>Local Crew:</b>	# _____	<b>Local # Production Days:</b>	# _____
	\$ _____	<b>Local # Room Nights:</b>	# _____
<b>Total Cast:</b>	# _____	<b>Local Accommodation Spend:</b>	\$ _____
	\$ _____	<b>Qualified Production Facility:</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Local Cast:</b>	# _____	Facility Name: _____	
	\$ _____	<b>Studio/Stage Rental:</b>	\$ _____
<b>Local Catering:</b>	\$ _____	<b>Set Construction Cost:</b>	\$ _____
<b>Local Car &amp; Van Rental:</b>	\$ _____	<b>Local Equipment Rental:</b>	\$ _____
<b>Florida State Tax Exemption?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>Miscellaneous:</b> (gas, utilities, cleaning services, waste mgt, etc.)	\$ _____
<b>VENDORS:</b> <i>Please include a list of vendors for our reference</i>			
<b>List of Vendors attached:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>			
<b>FILM COMMISSION ASSISTANCE</b>		<i>(check all that apply):</i>	
<input type="checkbox"/> <b>Permitting</b>		<input type="checkbox"/> <b>Crew Reference</b>	
<input type="checkbox"/> <b>Location Assistance</b>		<input type="checkbox"/> <b>Other:</b>	
<b>CONFIRMATION OF PROJECT INFORMATION &amp; ASSISTANCE PROVIDED BY THE ORLANDO FILM COMMISSION</b>			
<b>Name/Title:</b>			<b>Date:</b>
<b>Signature:</b>			