



Special Events and Facilities
Department
435.615.5150
specialevents@parkcity.org

PARK CITY MUNICIPAL CORPORATION FILMING PERMIT

If your film activity involves less than five people, and will have little disruption of normal daily activity. Please complete the [Minimal Impact Film Permit](#).

APPLICATION FORM

Please fax (435) 615-4901 or e-mail specialevents@parkcity.org. completed permit application to the Special Events Department no less than 72 hours prior to filming activity. The application will be reviewed by the Special Events Department and you will be contacted within 48 hours. Requests for placement of satellite trucks or use of public parking will require a request for [Special Use of Public Parking Facilities](#) and will be reviewed by Park City Municipal Corporation. Granting of the permit is not guaranteed. Approved permit must be physically obtained at City Hall, 445 Marsac Avenue.

PRODUCTION TITLE:

PRODUCTION TYPE:

- Feature Film Documentary TV-Series/Program Still Photo Reality TV
 Commercial TV Movie PSA Student Project Corporate Educational

PRODUCTION COMPANY NAME:

Mailing Address:

Phone:

Fax:

Director:

1st AD:

Producer:

UPM:

Following the completion of the project, an authorized representative can be contacted at:

Permanent Address:

Permanent phone number:

E-mail:

LOCATION MANAGER:

Location Manager:

Cell:

E-mail:

LOCATION MANAGER'S ASSISTANT (S):

Name:

Cell Phone:

Name: _____ Cell Phone: _____
 Name: _____ Cell Phone: _____

To be completed by PCMC staff:

INSURANCE APPROVED (Date): _____

PROCESSING FEE PAID (Date): _____

GENERAL TERMS SHEETS SIGNED AND RETURNED (Date): _____

CODE OF CONDUCT SIGNED AND RETURNED (Date): _____

PARK CITY POLICE NOTIFIED (Date): _____

PARK CITY FIRE NOTIFIED (Date): _____

FILM LOCATIONS & DATES:

LOC #1:		Film Dates:	Time:
LOC #2:		Film Dates:	Time:
LOC #3:		Film Dates:	Time:
Prep Days #1:	Times:	Strike Dates:	Time:
Prep Days #2:	Times:	Strike Dates:	Time:
Prep Days #3:	Times:	Strike Dates:	Time:

PRODUCTION VEHICLES:

TYPE	# OF VEHICLES	FEE PER VEHICLE	TOTAL
Production Cars		\$6.00	
Crew Cars		\$6.00	
Tow Cars		\$6.00	
Shuttle Vans		\$6.00	
Trucks		\$30.00	
Buses		\$30.00	
Motorhomes		\$30.00	
Trailers		\$30.00	
Generators		\$6.00	
Other			
TOTAL			

PERSONNEL: (Numbers)

TITLE	# OF PEOPLE
Cast	
Extras	
Crew	
TOTAL	

USES:

- Interior Dialogue Exterior Dialogue Running Shots Smoke/Fire/Pyro
- Lane Closures Camera on Sidewalk Camera in Curb Tow Shots
- Police Car/Motor Wet Down Street Closure Drive with Flow of Traffic
- Drive Shots of Car/Other Camera on Street

SECURITY:

Private Security Company:

Contact Person:

Cell Phone #:

SPECIAL EFFECTS OR STUNTS:

- Smoke/Fire/Pyro Falling/jumping from height Vehicles Animals
- Simulated weapons Other (Please Explain):

CANVASING/PERMISSION SIGNATURES:

Canvassing or signatures obtained at the following address (es):

Please attach [“Canvas Film Form”](#)

Dates Canvassed:

POLICE/FIRE NOTIFICATION:

Park City Police notified on:

Notified via:

Park City Fire notified on:

Notified via:

PRODUCTION NEEDS:

Barricades Number requested:

PCMC can provide a limited amount of Type-A barricades for an additional charge

Request for use of Public parking (Street parking or parking lot)

Please attach application for “Special Use of Public Parking”

Request for ITC/Park City Police (Two weeks notice, if possible)

PCPD fees are \$35 per hour with 4 hour min.

Other (Please specify):

REQUEST FOR USE OF CITY PROPERTY/FACILITIES:

Rotary Park (\$100) City Park (\$140) Miners Hospital (\$400)

Farm (\$400) Other facilities (\$300)

SCENE SUMMARY: (Short, general description of activity):

SITE PLAN:

Please include a map indicating placement of vehicles, camera, road closures, ITC, parking, and barricades.

GENERAL TERMS, CONDITIONS, AND RESTRICTIONS PERMITTEE AGREES TO THE FOLLOWING:

1. This permit must be in possession of the applicant at all times while on location and must be made available for inspection when requested by City authorities or the public.
2. Permittee agrees to comply with all applicable Federal, State, and local laws, regulations, ordinances, and rules. Vehicle code provisions and/or posted parking regulations will be enforced unless otherwise noted in this permit.
3. In the event that an authorized representative finds that the activities being conducted by the Permittee unnecessarily endangers the health and safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole discretion, may suspend, cancel, or amend this permit. The City reserves the right to suspend, cancel, or amend this permit at any time without incurring any liability to the Permittee.
4. The Permittee must obtain a liability insurance policy naming Park City Corporation as “additionally insured”, and also as the “certificate holder” during the event with a face value of at least \$2,000,000. The permit itself is invalid if a current insurance certificate is not by the Special Events and Facilities Office and approved prior to the date of the event.
5. This permit does not constitute nor grant permission to use or occupy property not belonging to, or under control of, Park City Corporation. Permission to use or occupy these properties must be obtained from the owner or controller of such property in addition to this permit. Proof of such permission may be required prior to issuance of a permit.
6. Permittee is responsible for obtaining the cooperation of the residents or owners of adjacent properties. Interference with movement or activities of these owners or residents should be as minimal as possible.
7. Permittee agrees to canvass the areas impacted by the filming 48 hours prior to filming, and businesses and residents notified, preferably in person, otherwise with flyers. Permittee is responsible for working out any conflicts or negative financial aspects.
8. Parking in any areas designated as “no parking”, “loading zones”, “emergency only”, parking with any type of “restrictive definition”, needs to be designated within the Film Permit Application.
9. A fire lane of twenty (20) feet must be maintained, allowing access through the length of closed and open roadways/streets. Access to the fire hydrant must be maintained; no parking within 5 feet on either side of the existing fire hydrants.
10. Permittee must place equipment in such a way that pedestrians have safe passage and access to other sidewalks and the building entrances. Any cords or any type of equipment must be placed so it will not interfere, obstruct, or cause harm in any way to the pedestrians.
11. All accesses, ramps, parking stalls, etc. authorized or duly marked for use of

“handicapped” persons shall remain open and accessible.

12. Driveways and entrances shall allow for accessibility for emergency vehicles.
13. Permittee must comply with the Municipal Code Title 6, Chapter 3 Noise. The Code prohibits excessive or unusually loud noise between the hours of 10:00 p.m. to 7:00 a.m., and not before 9:00am on Sundays, in residential areas and between the hours of 10:00 p.m. and 6:00 a.m. in commercial areas.

As an appointed representative of the production company, I have read and agree to the terms of this filming permit for this and the following locations referenced to the production referred to. I understand I may have filming temporarily or permanently shut down if the requirements as set forth are not adhered to either intentionally or unintentionally.

APPLICANT:

Company Name:

Location Manager:

Date:

The above signed hereby personally covenants, guarantees and warrants that he/she has the power to obligate the filming company to the terms and conditions of this permit.

Park City Municipal Corporation Approval

Max Paap, Special Events and Facility Coordinator

Date

FEES:

ADMINISTRATIVE FEE	
CAR FEE	
OVERSIZE VEHICLE FEE	
BARRICADE FEE	
PUBLIC PARKING FEE	
POLICE FEE	
CITY PARK/FACILITY	
CITY PARK/FACILITY	
MISC.	
TOTAL	