

**CITY OF NORTON SHORES
FILM PERMIT PROCEDURE AND CONDITIONS**

The City of Norton Shores developed the following film permit procedure to facilitate communication between the applicant and the City. Through this procedure, the City can better accommodate the needs of the film maker, address any public safety concerns, arrange for use of City parks or facilities, and ensure that residents are aware of and will not be negatively affected by the film maker.

FILM PERMIT FEE

A non-refundable \$50.00 permit fee shall be charged. Upon receipt of the application, the departments of Police, Fire and Public Works will be notified and determine if any additional City services will be required plus associated costs (if any). The applicant will be notified of any potential costs and the costs shall be paid prior to the issuing of the permit. The contact person for the application will be the Administrative Services Director, (231) 798-4391.

The \$50.00 permit fee shall be waived for students filming class projects and for non-profit organizations. A letter from the student's teacher/professor regarding the project or proof of a 501C3 designation will be required for this waiver.

INSURING COVERAGE

Proof of liability insurance including the following coverage and language shall be provided.

1. The City of Norton Shores shall be named as an "Additional Insured".
2. General Liability: Combined \$1,000,000 Bodily Injury and Property Damage.
3. Automotive Liability: Combined \$1,000,000 Bodily Injury and Property Damage.
4. Use of Explosives: Combined \$2,000,000 Bodily Injury and Property Damage.

The City of Norton Shores shall be given immediate notice of any change, cancellation, or renewal of the policy. Only one certificate of insurance is required by the City.

RELEASE AND HOLD HARMLESS AGREEMENT

The City requires the signing and submission of the attached Release and Hold Harmless Agreement.

COMMUNITY NOTIFICATION

The applicant shall notify residents and/or businesses that may be affected by the filming. It is the responsibility of the applicant to receive written permission from the owner of the property which will be used for film making; however, the use of a film studio shall not require written approval.

MISCELLANEOUS PROVISIONS

1. The use of weapons (real or simulated) in a public place, or in view of the public, may require the presence of one or more Norton Shores Police Officers.
2. If there is an anticipated disruption (particularly parking), the affected residents and businesses shall be informed at least one week in advance.
3. The working title and plot summary of the film shall be attached to the application.
4. The application and questions shall be directed to:

Administrative Services
City of Norton Shores
4814 Henry Street
Norton Shores, Michigan, 49441

Telephone: (231) 798-4391

RELEASE AND HOLD HARMLESS AGREEMENT

FOR AND IN CONSIDERATION of permission being granted to _____

for the purpose of shooting film and recording video to produce a film in the City of Norton Shores, the undersigned does for themselves, their heirs, executors, administrators, successors, subrogors, and assigns, release acquit and forever discharge the CITY OF NORTON SHORES and its respective heirs, executors, administrators, successors, representatives and assigns, whether herein named or referred to or not, of and from any and all past, present actions, causes of action, claims, demands, damages, costs, losses of services, expenses, compensation, third-party actions, suits at law or in equity, including claims or suits for contribution and/or indemnification in regards to the filming activity described above.

No promise or inducement which is not herein expressed has been made to us and in executing this release we do not rely upon any statement or representation made by any person, hereby released, other person representing them or any of them, concerning the nature, extent or duration of any damages, or losses or the legal liability therefore.

This Release contains the entire agreement between the parties hereto and there is absolutely no agreement on the part of any person, firm, or corporation to make any payment or to do any act or other thing other than is herein expressly stated.

We further state that we have carefully read the foregoing Release and know the contents thereof and sign same as my own free act.

Signed, sealed and delivered this _____ day of _____.

WITNESSES:

Signature: _____

Company: _____

Address: _____

Date: _____

CITY OF NORTON SHORES FILM PERMIT APPLICATION

Company _____

Production Title _____

Production Type _____

Address _____
Street City State Zip

Phone _____ Fax _____ Cell _____

Location Manager _____

Location: (Provide address and specific area on the property. For multiple locations attach additional page.) _____

Activity: (Provide a description of filming activity for each location.) _____

Traffic Activity in Public ROW? No _____ Yes _____ Attach Traffic Control Plan

Filming Schedule (Attach separately):

Date(s) _____ Times(s) _____

Vehicles/equipment (i.e. generator) _____

Pyrotechnics/Special Effects _____

Technician _____ License# _____

Fire Permit # _____ Other _____

Insurance Company _____ Expiration Date _____

Company Representative

By acceptance of this permit, permittee agrees to all the aforesaid conditions, including attachments to this form.

Fees to be prepared by City Staff.

Permit Application Fee \$50.00 **APPLICATION FEE IS NON-REFUNDABLE.**

Additional Costs \$ _____

Total Charges \$ _____

Check payable and mail to: City of Norton Shores
Administrative Services Director
4814 Henry Street, Norton Shores, MI 49441
231-798-4391