



# City of Duncan, Oklahoma

## Filming Permit Application

Project Name:

Production Company Name:

Client:

Authorized Agent:

Production Dates:

On-Site Contact Person:

Cell Phone:

E-Mail:

Location Department Contact:

Cell Phone:

E-Mail:

The company named above agrees to pay all costs for required permits and film coordination services provided by the City of Duncan, Oklahoma as described in this permit application. This includes revenues foregone and costs for the use of a public street, parking lots or parking spaces, traffic control, removal and installation of street fixtures, use of street and/or sidewalk barricades and like activities.

In addition, the company named above agrees to pay the City of Duncan, Oklahoma for any restoration costs, including City labor, incurred as a result of filming activity. In addition, the company named above agrees to secure and maintain in full force and effect during the full term of the permit, comprehensive general liability insurance as described in the Guidelines for Filming in Duncan, Oklahoma which by this reference are incorporated herein.

Failure of the Company to comply with the terms of the City of Duncan's permit or Guidelines for Filming as described may result in revocation of the permit and the inability to obtain future permits. Permit is not valid without signature of Authorized Agent for the Company.

Signature of Authorized Agent

Date

## Company Information

Production Company Name:

Permanent Address:

City: State: Zip Code:

Phone: Cell Phone:

E-Mail:

Local Production Office Address:

City: State: Zip Code:

## Type of Film/Recording Project (check one)

Feature Film

Short Film

Music Video

Still Photography

Television Programming

TV Movie

Documentary

Public Service Announcement

Corporate Video

Commercial

Other as Specified: \_\_\_\_\_

## General Information

Number of Production Vehicles:

Size of Crew:

Number of Talent:

Total Number of Filming Days in Duncan, OK:

Number of Public Locations:

Brief Description of the Project:

**Please identify any equipment or props that may be present at any of your shooting locations:**

- |  |                                       |                                      |
|--|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Generator           | <input type="checkbox"/> Track        | <input type="checkbox"/> Dolly       |
| <input type="checkbox"/> Lights              | <input type="checkbox"/> Crane        | <input type="checkbox"/> Water Truck |
| <input type="checkbox"/> Camera Car          | <input type="checkbox"/> Rig (stills) | <input type="checkbox"/> Effects     |
| <input type="checkbox"/> Large Prop          | <input type="checkbox"/> Set Design   |                                      |
| <input type="checkbox"/> Other as Specified: | _____                                 |                                      |
|  | _____                                 |                                      |
|  | _____                                 |                                      |

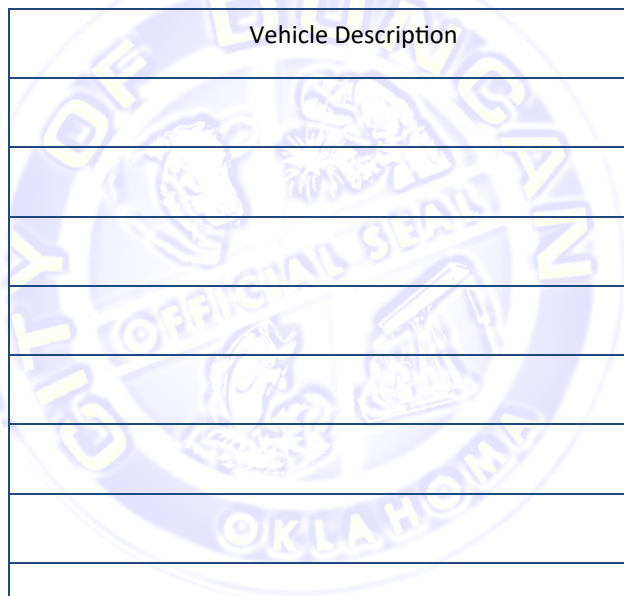
**Could any of the following be in use during filming?**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Vehicle Chases                       | <input type="checkbox"/> Explosions                   | <input type="checkbox"/> Fire           |
| <input type="checkbox"/> Animals                              | <input type="checkbox"/> Firearms/Weapons             | <input type="checkbox"/> Night Shoots   |
| <input type="checkbox"/> Staged Fighting                      | <input type="checkbox"/> Heavy Equipment              | <input type="checkbox"/> Loud Arguments |
| <input type="checkbox"/> Nudity                               | <input type="checkbox"/> Youths (18 years or younger) |   |
| <input type="checkbox"/> Sound Amplification Equipment        |   |   |
| <input type="checkbox"/> Flyovers (drone/airplane/helicopter) |   |   |

**Additional services needed from the City of Duncan, Oklahoma**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Police              | <input type="checkbox"/> Public Works       | <input type="checkbox"/> Water Service           |
| <input type="checkbox"/> Water Permits       | <input type="checkbox"/> Sanitary Sewer     | <input type="checkbox"/> Fire                    |
| <input type="checkbox"/> Parks               | <input type="checkbox"/> Road Closings      | <input type="checkbox"/> Crowd Control           |
| <input type="checkbox"/> Explosives Permit   | <input type="checkbox"/> Electrical Service | <input type="checkbox"/> Temp. Structure Permits |
| <input type="checkbox"/> Other as Specified: | _____                                       |  |
|  | _____                                       |  |
|  | _____                                       |  |

**Vehicle(s) in use or parked at site location(s) if known (use blank sheet if needed):**



Vehicle Description	State & Tag Number

**UAS/Drone Information (use blank sheet if needed) (may need copy of flight plan filed)**

Description, Weight, Section 333, & FAA Certificate of Waiver or Authorization	Model & Serial Number

**Requested Locations (please copy and add sheets for each location as needed)**

I hereby apply for permission to use or occupy public property, for the sole purpose of filming

At:

Shooting Date(s):

Shooting Times:

Time trucks are scheduled to arrive at site:

Time trucks are scheduled to depart from site:

Number of Police Officers requested:

Describe the film activity that will be taking place at this location:

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Describe what steps you have taken or will take to notify affected residents and/or businesses:

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Note any street closures/parking needs/interior/exterior/other special needs:

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Describe any filming or any special effects or stunts requiring the use of pyrotechnics, fireworks, open flames, or explosives planned at this location: \_\_\_\_\_

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Describe any use of firearms or gunfire planned at this location: \_\_\_\_\_

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Describe any use of any animal in the film activity that will be taking place at this location, including how many and what type: \_\_\_\_\_

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Please provide a map of each location, which includes the following information relevant to your production:

- Names of all surrounding streets, including any one way streets
- Parking restrictions and/or controls (parking meters, peak hour restrictions, etc.)
- Use of "Truck Load" or "Passenger Load" zones
- Location(s) of cameras
- Street closure or no parking areas or intermittent traffic—indicate on map with "X"
- Sidewalk closures or intermittent pedestrian control
- Parking for trucks, trailers and crew members
- Base camp and catering location
- Direction of moving vehicles for driving shots
- Indicate location of generator, temporary restrooms, and refuse containers

## Hold Harmless Agreement

I certify that I represent the firm which will be performing the filming/taping at the location(s) specified within the attached permit application. I further certify that I and my firm will perform in accordance with the directions and specifications of the City of Duncan, Oklahoma, and that I and my firm will indemnify and hold harmless the City of Duncan, Oklahoma, its officers, elected officials, agents, employees and volunteers, from and against any and all loss, claims, actions, suits, proceedings, costs, expenses (including reasonable attorney's fees), damages, and liabilities of every nature and kind claimed by any person, organization, association, or otherwise arising out of or in connection with the filming/taping pursuant to this permit. Such indemnification shall not be effective to the extent that the damage or injury results from the sole negligence of the City. The indemnification provided for in this permit shall survive any termination or expiration of this Agreement.

Unless otherwise indicated, the viewpoints, opinions, beliefs, attitudes, ideas or the like expressed during the creative process and product, broadcasted by any means are those of the production team, promoters, and/or performers and do not represent those of the City of Duncan, Oklahoma, its boards, trusts, committees, officers or agents. The subject matter and content of product and promotion are not endorsed or sanctioned by the City of Duncan, Oklahoma, its boards, trusts, committees, officers or agents, except to the extent the city sponsors or co-sponsors the production and its broadcast. The City of Duncan's seal shall not be used without specific authorization.

Signed:

Title:

Date:

**TO BE FILLED OUT BY THE CITY OF DUNCAN, OKLAHOMA**

- Certificate of Insurance provided:  Yes  No
- Hold Harmless Agreement Signed and Submitted:  Yes  No
- Payment Required for use of City Property:  Yes  No
- Payment Received for use of City Property:  Yes  No
- Business License Required:  Yes  No
- Business Licensed Issued:  Yes  No
- Street Closure Permits Required:  Yes  No
- Street Closure Permits Issued:  Yes  No

**Review and Approval by City Departments**

- Police Chief Approval: Date: \_\_\_\_\_
- Fire Chief Approval: Date: \_\_\_\_\_
- Public Works Director Approval: Date: \_\_\_\_\_
- Finance Director Approval: Date: \_\_\_\_\_
- Community Development Director Approval: Date: \_\_\_\_\_
- City of Duncan City Manager Approval: Date: \_\_\_\_\_