



FREDERICK

MARYLAND

COMMERCIAL FILMING APPLICATION

In order for applicants to film on property owned by The City of Frederick, this application must be approved by the Department of Economic Development with concurrence by all affected City departments as outlined in the application, and the applicant must execute a Commercial Film Agreement with the City of Frederick. **Please allow a MINIMUM of 5 (five) business days for approvals/agreement process and all signatures.**

Production Company: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

E-mail Address: _____

Name of Film Project: _____

FILMING SCHEDULE:

DATE	TIME	STREET/LOCATION	# OF PERSONNEL ON SITE	WILL TRAFFIC BE IMPEDED?

Please accurately describe the scene(s) to be filmed (attach additional pages as necessary): _____

Please outline the use of animals, firearms, special effects or unusual scenes (attach additional pages as necessary):

Is the rental of a City facility being requested (i.e. Weinberg Center, Talley Rec Center, park, City Hall, Carroll Creek Park, etc)?
____ Yes ____ No If yes, please specify (please note that additional facility rental fees may apply)

If production is outdoors, will there be amplified sound or other noise impact that will affect surrounding neighborhoods?
____ YES ____ NO (Please note that the City of Frederick has a Noise Ordinance in effect that must be obeyed during the shoot. A copy can be obtained from the City by request).

INSURANCE: Please attach a copy of your insurance certificate, showing the city of Frederick as certificate holder - minimum \$1 million General Liability with the City of Frederick named as an additional insured. Also, Workers' Compensation coverage covering any employees working on site in the city.

ROAD CLOSURE: In the event of a road closure request, a separate road closure application must be submitted to the City's Traffic Engineer for review and approval. All applicable fees will apply.

COMMERCIAL FILMING APPLICATION

SET AND SECURITY PLAN

A. SET PLAN

Please describe below the layout of the production set, including any modifications to City property (including streetscape) that is being requested. Include any set structure that will be built, or structural modifications that will be made to existing buildings, on City-owned property as a part of the production of this film. This information will be reviewed by the City's Department of Public Works and Building Department, respectively, to determine the need for building permits. Attach additional pages as needed.

B. SECURITY PLAN

Please describe below the security plan for the duration of the filming. Please include if a private security company has been contracted and/or if off-duty police officers will be requested. This information will be reviewed for approval by the Frederick Police Department Chief of Police or his designee prior the issuance of a filming permit. Attach additional pages as needed.

Below is for internal purposes only

I. SECURITY PLAN APPROVAL

Approval of Frederick Police Department

x _____

Chief of Police (or designee)

Date

Comments: _____

II. INSURANCE

Approval policy received, reviewed and sufficient

x _____

Manager of Risk Safety and Compliance

Date

Comments: _____

III. APPROVAL OF EFFECTED CITY FACILITIES

x _____

Director/Manager of Approved Facility

Date

Comments: _____

IV. APPROVAL OF WRITTEN AGREEMENT WITH APPLICANT

x _____

Department of Legal Services

Date

Comments: _____

V. COMMERCIAL FILM APPLICATION APPROVAL

Application Fee Paid? ____ Yes ____ No (Application fee \$100)

x _____

Director, Economic Development

Date

Comments: _____

