

OFFICE USE ONLY:

Permit No:

CITY OF FRANKLIN FILM PERMIT APPLICATION

Note: Filing this application does not guarantee that your request will be granted.

Motion Picture Television Commercial Music Video other (please specify) _____

(Only one request per application)

Please supply the following information. If additional space is needed, use a separate sheet of paper and attach to the application.

- 1) a) Name of organization requesting permit: _____
 b) Address: _____

 c) Phone number: _____ d) FAX: _____

- 2) a) Name of person who will be in charge at location:

 b) Local Address:

 c) Local Phone number: _____ d) Local FAX: _____
 e) E-Mail Address: _____

3) Production Title: _____

4) **Attach detailed information (outline) regarding the project being filmed. Please include any known or potential hazards to property or person.**

- 5) **LOCATIONS AND ACTIVITIES** (Include Dates and Times)
Note which dates and times are required for each of the following three activities: Film (F), Construct (C), Strike (S). If additional space is needed, please attach. Please note the specific use of fire/explosives; animals; and the depiction of car chase/crash scenes.

	DATE	TIME	LOCATION/SCENE DESCRIPTION
C	_____	_____	_____
F	_____	_____	_____
S	_____	_____	_____

6) An estimated number of persons who will participate (actors and crew): _____

7) List types and number of vehicles and other equipment (attach additional sheets if necessary)

- 8) Will parking in the area need to be restricted or prohibited during filming? Circle yes or no.
- 9) Will any sound amplification equipment be used? Circle yes or no.
- 10) Will food and/or beverages be served? Circle yes or no. If yes, clean-up is required. If clean-up is not done properly, the organization may be fined (See attachment A).
- 11) I/We agree to abide by all ordinances of the City of Franklin and all conditions placed on the event by the City Administrator.
- 12) I/We do swear and affirm that all of the information given in this application is true.
- 13) I/We do hereby agree to assume the defense of and indemnify and save harmless the City, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the city may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of filming and the activities permitted in connection there with, and to submit a certificate of insurance prior to filming in an amount acceptable to the City's Risk Manager and the City Administrator.

If you need assistance regarding security, contact the City of Franklin Operations Division at 791-3248. For questions regarding insurance, please call 791-3277.

The City reserves the right to require one or more City of Franklin police officers be present at any and all events that occur within the city limits. Please budget for this request at a rate of \$35.00 per hour at a minimum of three (3) hours.

BY: _____ Date: _____
(Authorized Agent Signature and title)

Approved on _____, 20____.

Eric S. Stuckey, City Administrator

Send application to:
Communications Division
City Hall
109 Third Avenue South
Franklin, TN 37064
615-791-3217
615-790-0469 (FAX)

This is **NOT a Street Closure Application.**
Street Closure Applications are available in the City Administrator's Office and are required to be returned 90 days before the requested date.



HISTORIC
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ATTACHMENT A

**COMMERCIAL MOTION PICTURE AND TELEVISION
PRODUCTION PERMITS**

SECTION

- 16-601. Purpose and intent.
- 16-602. Definitions.
- 16-603. Permit; exceptions.
- 16-604. Application.
- 16-605. Security for costs; insurance; indemnification.
- 16-606. Denial of permit; appeal.
- 16-607. Revocation; appeal.

16-601. Purpose and intent. This chapter is intended to provide for the issuance of permits to motion picture and television producers for the temporary use of public streets and places, when such use does not conflict with public safety, health, or public welfare. (as added by Ord. #2001-47, Dec. 2001)

16-602. Definitions. "Motion pictures or television productions" shall mean set-up, staging, filming, videotaping, or any other activity related to the production of motion pictures, film shorts, music or entertainment videos, television presentations, advertising, or other commercial materials. (as added by Ord. #2001-47, Dec. 2001)

16-603. Permit; exceptions.

- (1) No person shall use any public street, road, alley, right-of-way, public facility or public place owned by the City of Franklin for motion pictures or television production without having first obtained a permit from the City Administrator.
- (2) This chapter shall not apply to filming or videotaping done for news gathering, for use in criminal investigations by law enforcement agencies or for use in judicial proceedings.
- (3) No fee shall be required for the issuance of a permit. (as added by Ord. #2001-47, Dec. 2001)

16-604. Application.

- (1) Application for a permit under this chapter shall be made to the City Administrator and shall contain the following information:

- (a) The address or location to be used for the motion picture or television production and identification of streets or portions thereof to be closed, if applicable.
- (b) The dates and times when the proposed activities will take place.
- (c) A general statement of the nature of the proposed activity.
- (d) A statement of known or potential hazards to property or person, whether employees, actors or members of the public, related to the proposed activity.
- (e) The number of persons to be involved in the activity and a general statement of what they will do.
- (f) The amount and type of equipment to be used in the activity.
- (g) The number and type of vehicles to be used in the proposed activity and a description of any vehicle movement or other use.
- (h) The names, addresses and current telephone numbers of the person or persons who will have the on-scene responsibility for the proposed activity.

(2) The City Administrator shall review the application with the assistance of fire, police, sanitation and streets officials, and such other members of the city staff required by the nature of the activity proposed for the permit.

(3) When the applicant has complied with the requirement of this chapter, including § 16-606, a permit shall be issued by the City Administrator unless it is determined that the activity would result in undue traffic congestion, be unduly disruptive to the normal activities of citizens, create an unreasonable risk to person or property, or otherwise be detrimental to the public health, safety, or welfare. When the application for a permit is denied, the reason or reasons therefore shall be given.

(4) The City Administrator may impose reasonable general conditions upon the permittee as may be required by the nature of the activity. The City Administrator may require that the actual conduct of the activity be done under the direct approval and/or supervision of the police department and/or fire officials, or any other technical advisors necessary to protect persons or property.

(5) The public property to which the permit relates shall at all times be made accessible to fire, police and other emergency personnel. The permit in no way shall limit the authority of fire, police, and emergency personnel to protect the public health, safety or welfare.

(6) The permittee shall be responsible for restoring any area used to the same condition it was in prior to use by permittee.

(7) The permit is non-assignable.

(8) The permit may be amended by the City Administrator on application of the permittee. (as added by Ord. #2001-47, Dec. 2001)

16-605. Security for costs; insurance; indemnification.

(1) The permit shall require the permittee to reimburse the city for any costs incurred in the use of city equipment or assignment of municipal employees, including police and fire personnel, to duty in connection with the activities that are the subject of the permit. The City Administrator shall provide the applicant

with a list of anticipated costs after conducting the review provided for in § 16-604(2). Permittees shall post a cash bond as a security for the payment of anticipated city costs. The amount of the bond shall be determined by the City Administrator and shall be refunded to the permittee after the payment of city costs.

(2) No permit shall be issued under this chapter until the applicant for the permit provides a certificate of insurance to the risk management director of the city, showing combined single limit coverage for bodily injury and property damage of not less than one million dollars, and basic worker's compensation insurance, as provided in the laws of the State of Tennessee. The certificate of insurance shall name the City of Franklin as additional insured. If, upon consulting with the risk management director, the City Administrator determines that the risks inherent in the proposed activity would not adequately be covered by the basic coverage stated herein, or determines that the proposed activity is of such limited nature that the basic coverage is excessive, the City Administrator shall specify the amount of coverage required before a permit may be granted.

(3) All permittees shall agree by obtaining a permit to defend, indemnify and hold harmless the City of Franklin from any and all losses, costs, damages and expenses on account of activity of the permittee on the public property which is the subject of the permit. (as added by Ord. #2001-47, Dec. 2001)

16-606. Denial of permit; appeal. Any applicant who has been denied a permit may appeal the denial to the Board of Mayor and Aldermen. A notice of appeal shall be filed with the city recorder no later than 10 days from the date of the denial of the permit and a copy of the notice shall be delivered to the City Administrator or his designee. Failure to file a notice of appeal within the required period constitutes a waiver of appeal. The board shall consider the appeal as soon as practicable after the notice is filed. (as added by Ord. #2001-47, Dec. 2001)

16-607. Revocation; appeal.

(1) The City Administrator may, without notice, revoke a permit issued under this chapter when there is cause to believe that the activity being conducted violates the terms of the permit, the application was based on false information, the permittee is not in compliance with the insurance provisions of this chapter, or the activities or proposed activities of the permittee constitute a danger to persons or property, or public health, safety, or welfare.

(2) The revocation of a permit may be appealed in accordance with the provisions of § 16-606. (as added by Ord. #2001-47, Dec. 2001)



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ATTACHMENT B

16-107. Littering streets, alleys, or sidewalks prohibited. It shall be unlawful for any person to litter, place, throw, track, or allow to fall on any street, alley, or sidewalk any refuse, glass, tacks, mud, or other objects or materials which are unsightly or which obstruct or tend to limit or interfere with the use of such public ways and places for their intended purposes.

Provided, however, it shall be lawful for persons resident within the corporate limits of the City of Franklin to place fallen leaves at the edge of the public street for collection by the city garbage vehicles if such persons promptly notify the superintendent of streets that leaves have been so placed. From October 1 through December 31, leaves may be placed in loose piles at the street's edge. At all other times, leaves must be placed in bags or garbage cans and placed in a position accessible to city garbage vehicles. Persons not complying with these requirements shall be considered to be littering; to be in violation of this section; and to be subject to the penalties therefore.

Any person violating this section shall, in addition to any fine, which may be adjudged, be liable to the city for the cost of removing any such foreign matter from the streets.

It shall also be unlawful for any person to throw any litter, etc., into any private property from a public thoroughfare. (1976 Code, § 12-207)