



## City of Franklin

# Video, Film, Photography Permit Guidelines & Application

These guidelines are for individuals or companies interested in video/film production and/or photography on public property in the City of Franklin. This applies to individuals and companies promoting themselves, a product, or service, or the individual or company is producing a visual product for professional purposes. These guidelines are subject to change and may be enforced as stipulations of the permit. Filling out this application does not guarantee your request will be granted. This does not apply to news gathering, use in criminal investigations by law enforcement agencies, or use in judicial proceedings.

### Exception for Small-Scale Photography

This permit also does not apply to small-scale photography, which is defined as photographers using few equipment items that are not intrusive of day-to-day activities, only photograph up to 15 people in one session, and do not need to block public streets or sidewalks. Small-scale photographers are required to fill out an annual registration for their activities on public property.

### Permit Guidelines

1. Applications must be filed at least 10 business days prior to shooting.
2. If streets are to be blocked or street/pedestrian traffic is disrupted in any manner, a traffic and sidewalk plan must be incorporated into the map within your application. Street/sidewalk closure is subject to City Administrator approval.
3. Applicants must provide a thorough description, plan, and map of their production, and their application must be complete. The City of Franklin will not accept incomplete applications.
4. At the discretion of the City Administrator, applications can go through an expedited process with an additional rush fee. This applies to applicants who apply 4 days or less before the scheduled start date. We do not guarantee approval of rushed applications.
5. If permission is granted by the City of Franklin, a permit will be issued including time, date, and location of filming, and acceptable activities within the scope of the permit. If the application for a permit is denied, the City shall provide Applicant with an explanation for denial.
6. Amendment fees may be applied to permit holders who make changes approved by the City of Franklin after their application has been accepted. Changes that are not accepted and carried through will have a greater fine.
7. Applicants must abide by the noise ordinance. In general, no person shall cause, suffer, allow, or permit any sound from any source between the hours to 10:00 p.m. and 07:00 a.m. Please refer to the ordinance for further detail.

8. Any use of the City logo and recognizable City property must be described in the application and approved by the Communications Director. The City reserves the right to photograph and/or record the applicant's project for the City's purposes.
9. The permittee must reimburse the City for any costs incurred in the use of City equipment or assignment of municipal employees in connection with the activities that are the subject of the permit.
10. All applicants must disclose names of talent. If applicant chooses to not disclose this information, additional charges by City personnel, including Police, will be incurred by the applicant.
11. Applicants must provide a certificate of insurance to the Risk Manager of the City showing combined single limit coverage for bodily injury and property damage and basic worker's compensation insurance. The certificate of insurance shall name the City of Franklin as additional insured. The Risk Manager will assess the appropriate certificate of insurance dependent on the scope of the project. *Please see **Attachment A**.*
12. The City requires the applicant to have a copy of the permit on site at all times.
13. The Applicant must maintain emergency vehicle access.
14. After the project has ended, the permittee is responsible for restoring any area used to the same condition prior to its use by the permittee. Littering streets, alleys, or sidewalks is prohibited. Any person violating this section shall be liable to the City for the cost of removing any such foreign matter from the streets.
15. The City Administrator may impose reasonable general conditions, including, but not limited to, scheduling, upon the permittee as may be required by the nature of the activity such as direct approval and/or supervision of the police department and/or fire officials, or any other technical advisors necessary to protect persons or property.
16. The City Administrator may revoke a permit when there is cause to believe that the activity violates the terms of the permit, the application was based on false information, the permittee is not in compliance with the insurance provisions, and/or the activities or proposed activities of the permittee constitute a danger to persons or property, or public health, safety, or welfare.

## Fees

The non-refundable application fee does not apply to students. Please provide proof of evidence that the applicant is a student (i.e. student ID).

<b>Fee Type</b>	<b>Amount</b>
<b>Non-refundable application</b>	\$100
<b>Rush Fee (4 days or less notice)</b>	\$300
<b>Parking space reservation</b>	\$50 per space per day
<b>Police Personnel</b>	Determined by the Department
<b>Fire Personnel</b>	Overtime for Personnel
<b>Other Personnel</b>	Overtime for Personnel
<b>Approved Changes for Approved Permit</b>	\$100 per approved change
<b>Unapproved Changes for Approved Permit</b>	\$200 per unapproved change
<b>City of Franklin Parks</b>	Please refer to the City of Franklin's Parks Department

## Application

### Project Type (only one request per application)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Feature Film      | <input type="checkbox"/> Corporate         | <input type="checkbox"/> PSA                     |
| <input type="checkbox"/> Short Film        | <input type="checkbox"/> Educational       | <input type="checkbox"/> Social Media            |
| <input type="checkbox"/> Music Video       | <input type="checkbox"/> Documentary       | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Television Series | <input type="checkbox"/> Commercial        | _____  |
| <input type="checkbox"/> Television Movie  | <input type="checkbox"/> Still Photography | _____  |

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

### Company Information

Name: \_\_\_\_\_

Producer: \_\_\_\_\_

Director: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Cell: \_\_\_\_\_

### On-Site Director/Lead Photographer

Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Cell: \_\_\_\_\_

Production Title: \_\_\_\_\_

Names of Talent: \_\_\_\_\_

**Detailed description (outline) of the project. Describe the effects and set design. Please include any known or potential hazards to property or person. Use additional pages as necessary.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will there be use of fire/explosives/gunfire, animals, and/or the depiction of car chase/crash scenes?** Circle YES or NO. If yes, please explain: \_\_\_\_\_

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**Crew size:** \_\_\_\_\_ **Cast size:** \_\_\_\_\_ **Total extras:** \_\_\_\_\_ **Total number of vehicles:** \_\_\_\_\_

**LOCATIONS AND ACTIVITIES.** If additional space is needed, please attach.

Location	Activities	Date	Start Time	End Time

**Provide map of each location.** Include streets, cross streets, and/or alleys to be used. Indicate all streets/sidewalks subject to closure or traffic/pedestrian control. Also indicate the location of generators, trucks, crew parking, catering location, and any other large equipment or vehicles.

**Identify any equipment/vehicles/props that may be present.** Indicate Number of Each.

Generator: \_\_\_\_\_ Light: \_\_\_\_\_ Crane: \_\_\_\_\_ Track: \_\_\_\_\_  
 Camera Car: \_\_\_\_\_ Truck: \_\_\_\_\_ Bus: \_\_\_\_\_ Trailer: \_\_\_\_\_  
 Rig: \_\_\_\_\_ Van: \_\_\_\_\_ Tow car: \_\_\_\_\_ Extras' car: \_\_\_\_\_  
 Water truck: \_\_\_\_\_ Production Car: \_\_\_\_\_ Dolly: \_\_\_\_\_ Camper: \_\_\_\_\_  
 Crew car: \_\_\_\_\_ Drone: \_\_\_\_\_

**Will parking in the area need to be restricted or prohibited during filming/photography?**

Circle YES or NO.

**Will any sound amplification equipment be used?** Circle YES or NO.

If "YES," please indicate times and types of sound amplification equipment used:

\_\_\_\_\_

**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.

**Please read the following statements, initial after each statement, and sign below:**

1. I agree to abide by all ordinances of the City of Franklin and all conditions placed on the event by the City Administrator. \_\_\_\_\_
2. I do swear and affirm that all the information given in this application is true. \_\_\_\_\_
3. I understand that failure to comply with the terms of the City's permit as described may result in revocation of the permit and the inability to obtain future permits. \_\_\_\_\_
4. I 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 the activities permitted in connection therewith.  
\_\_\_\_\_
5. Prior to filming, a certificate of insurance must be provided in an amount acceptable to the City's Risk Manager and the City Administrator. The City of Franklin must be listed as certificate holder and additional insured. If using an automobile, automobile liability coverage is also required.  
\_\_\_\_\_
6. 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. Applicant will also be responsible for any other City staff and/or services that may be required with the approval of this permit. \_\_\_\_\_
7. The City of Franklin logo may not be included in the film without written permission from the City Administrator. \_\_\_\_\_

**Signature of Authorized Agent:** \_\_\_\_\_

**Name and Title of Authorized Agent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received on: \_\_\_\_\_ Approved on: \_\_\_\_\_

\_\_\_\_\_  
Approved by Eric S. Stuckey, City Administrator

## Attachment A

Prior to approval of the film permit by the City, the vendor shall provide one or more Certificate(s) of Insurance that meet(s) or exceed(s) the following insurance requirements:

REQ	Type of Coverage	Limits of Coverage	Certificate of Insurance*
X	Commercial General Liability	\$1,000,000 Each Occurrence \$1,000,000 General Aggregate \$1,000,000 Personal and Advertising Injury \$1,000,000 Products-Completed Operations Aggregate	Certificate of Insurance shall include the City of Franklin as Additional Insured <u>with attachment</u> of the Additional Insured endorsement for both Premises/Operations <u>and</u> Products/Completed Operations
X	Automobile Liability (Owned, Non-Owned, and Hired Vehicles)	\$1,000,000 Combined Single Limit Each Accident	Certificate Holder only
X	Workers Compensation	Statutory Limits	Certificate Holder only
X	Employers Liability	\$1,000,000 Bodily Injury Each Accident \$1,000,000 Policy Limit Bodily Injury by Disease \$1,000,000 Each Employee Bodily Injury by Disease	Certificate Holder only