



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).

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