

**City of Mount Clemens**  
**Film Permit Application and Related Forms**

Thank you for your interest in filming in Mount Clemens. We look forward to working with you throughout the process. Prior to filming in Mount Clemens, you will need to complete the **Production Filming Permit Application** as well as a **Hold Harmless Agreement**.

The Mount Clemens City Commission has adopted the following fees in relation to filming in the City of Mount Clemens:

Permit Application Fee:	\$150.00
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Daily Public Property Use Fee:	\$ 75.00
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In addition to the above fees, staff costs shall be reimbursed at their normal hourly rate for all services required as a result of filming activities. This may include barricading roads, additional sheriff or fire personnel time, clean-up activities, location monitoring and / or other expenses relating to the use of City staff.

If you would like to review a copy of the City of Mount Clemens Film Production Ordinance, Section 21.350, in its entirety, it is available on-line at:

<http://www.municode.com/Resources/gateway.asp?pid=10072&sid=22>

**City of Mount Clemens**  
**Production Filming Permit Application**

**Applicant Information:**

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

Email: \_\_\_\_\_

Production title: \_\_\_\_\_

Fed/State Employer ID: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

List of Officers (if applicant is a corporation):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Location Manager:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_

**Project Information:**

Filming Location: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Phone number: \_\_\_\_\_

Current Use: \_\_\_\_\_

**Script Overview:** (provide title, description of the content and topic of the production proposed, attach separately if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Details of the Nature and Location of Filming Activity:** (provide description for each location including maps, sketches, etc.)

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**Type of Filming:**

\_\_\_\_\_ Television \_\_\_\_\_ Motion Picture \_\_\_\_\_ Commercial

\_\_\_\_\_ Education \_\_\_\_\_ Non-Profit \_\_\_\_\_ Video

\_\_\_\_\_ Other (Please specify): \_\_\_\_\_

**Number of Attendees:**

Cast: \_\_\_\_\_ Crew: \_\_\_\_\_ Extras: \_\_\_\_\_

**Date(s) and Times of Filming Activities:**

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**Types/Number of Vehicles:**

\_\_\_\_\_ Automobiles \_\_\_\_\_ Trucks \_\_\_\_\_ Vans

\_\_\_\_\_ Catering Trucks \_\_\_\_\_ Motor Homes \_\_\_\_\_ Cranes

\_\_\_\_\_ Trailers \_\_\_\_\_ Crew Cars \_\_\_\_\_ Camera Cars

\_\_\_\_\_ Other (Please specify): \_\_\_\_\_

**Special Effects/Scenes:**

\_\_\_\_\_ Pyrotechnics \_\_\_\_\_ Animals \_\_\_\_\_ Sirens/noises

\_\_\_\_\_ Explosions \_\_\_\_\_ Open Flames \_\_\_\_\_ Use of firearms

\_\_\_\_\_ Aircraft \_\_\_\_\_ Simulated Crime \_\_\_\_\_ Car Chase

\_\_\_\_\_ Other (Please specify): \_\_\_\_\_

**Detail Security Provisions including number, type and location of security personnel:**

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**Special Assistance Requested:**

\_\_\_\_ Street Closure \_\_\_\_ Traffic Control \_\_\_\_ Emergency Services

\_\_\_\_ Other

(Please specify): \_\_\_\_\_

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**Additional Requirement:**

Each application for a permit shall be accompanied by a detailed explanation, including drawings and diagrams where applicable, of the prospective permittee's plans to provide for the following:

- (1) The size or area of the property to be used, including a sketch of the filming site showing placement of work trucks, location of production vehicles;
- (2) Sketch of the "base camp", if any, showing any off-street locations for crew parking, honey wagon, catering, and nonessential production vehicles;
- (3) Traffic control plan of the exact filming location, listing roads to be closed, if any;
- (4) Facilities for cleanup and waste disposal;
- (5) Proof of Insurance and bonding arrangements as required by Ordinance 21.355; and
- (6) A copy of the executed Hold Harmless Agreement.

**The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to ensure all filming activity is conducted in accordance with the approved permit.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only*

Application #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Fee: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Date of Denial: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Property Owner Consent

(if applicable) \_\_\_\_\_

**CONSENT OF PROPERTY OWNER**

**Production Filming**

I, \_\_\_\_\_, OF THE STATE OF \_\_\_\_\_ AND COUNTY OF \_\_\_\_\_ STATE THE FOLLOWING:

1. That I am the owner of real estate located at \_\_\_\_\_;  
(Address of affected property)
2. That I have read and examined the Application for Filming Production Permit made to the City of Mount Clemens by: \_\_\_\_\_; and  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Mount Clemens.

Owner's Name (Please Print)

\_\_\_\_\_

Owner's Signature

\_\_\_\_\_

Date:

\_\_\_\_\_

**Release and Hold Harmless Agreement  
Production Filming**

COMPANY: \_\_\_\_\_

PRODUCTION TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The undersigned has requested a filming permit from the City for the limited purpose of motion picture, television, radio, or photographic production in accordance with Mount Clemens Ordinance 21.350, et. al., which requires Permittee to provide an agreement to hold the City harmless from and defend it against any and all claims, lawsuits or other liability arising from or as a result of the activity, event or use relating to the permitted activity. The undersigned acknowledges and affirms that the City has agreed to permit such activity subject to all the conditions and requirements of the Mount Clemens Film Production Ordinance and the following condition:

Permittee shall and does hereby agree, to the fullest extent permitted by law, to indemnify, defend, and hold harmless the City of Mount Clemens, its elected and appointed officials, volunteers, agents and employees, from and against any and all claims, loss, liability, damages, costs, and expenses, including, but not limited to, any and all liability for damage to property and/or any and all liability for personal injury or death as a result of the activity, event, or use provided for in this Permit, and/or as a result of participation in or attendance at the activity, event or use provided for in the Permit, caused by the negligent acts, errors or omissions of the Permittee, its agent, subcontractors, or employees, or others, regardless of whether or not Permittee alleges such claim, loss, liability, damage, cost, or expense is caused or contributed to, in part, by the City.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Filming Date(s) & Locations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Notary \_\_\_\_\_

Subscribed and sworn on date \_\_\_\_\_

Print Name \_\_\_\_\_

County \_\_\_\_\_ Commission Expires: \_\_\_\_\_