FILM PERMIT APPLICATION

All production companies or individuals desiring to film and/or record at a Department of Natural and Cultural Resources facility must obtain a written permit from the Department’s Film Permit Manager. The facility requires a minimum of 15 days to process permit applications. This application must be completed in full and submitted prior to the film in order for the Department’s Film Permit Manager to execute a Film Facilities Use Agreement and the issue of a permit.

The Department’s Film Permit Manager and the facility director will review the completed application and make a determination whether to approve or deny the request. A reasonable effort will be made to cooperate with all legitimate projects. The facility director will not approve any application if the facility director determines:
   a) There is a likelihood of damage to the site or its resources;
   b) There would be an unreasonable disruption of the public’s use and enjoyment of the site; or
   c) The activity poses health or safety risks to the public.

The facility director will inform the unsuccessful applicant in writing of the decision to deny the application.

The Department of Natural and Cultural Resources does not charge a fee for use of its buildings and lands for the production of a motion picture or recording, but the agency reserves the right to recoup costs incurred and lost revenue as a result of production activities on state property.

Production Company: ____________________________
Primary Contact: ____________________________
Title: ____________________________
Address: ____________________________
City/State/Zip: ____________________________
Phone: ____________________________
Mobile: ____________________________
Fax: ____________________________
E-mail: ____________________________
Project Name: ____________________________
Project Description: ____________________________

__________________________________________

Page 1
**Production Information**

Producer Name: ________________________________________________

Director Name: ________________________________________________

Location Manager Name: _________________________________________

Type of Production:

- [ ] Feature Film  [ ] Short Film
- [ ] Television Production  [ ] Corporate Production
- [ ] Commercial  [ ] Other Video
- [ ] Photography  [ ] Audio Recording

Description of scenes to be filmed (additional sheets may be attached): ______________________________

**Location Information**

Site Name: ___________________________ County: ___________________________

Exact location(s) within state-owned property: ______________________________

Date first property use will begin: ______________________________

Anticipated filming production at state location (additional sheets may be attached): ______________________________

Anticipated hours of operation for filming production (specify times): ______________________________

Date property use will end (i.e., date vacated by all equipment and crew): ______________________________

Restoration of property is to be completed by (name of staff or company): ______________________________

Power requirements and type of power supply to be used: ______________________________

Anticipated number of people on location during production hours: ______________________________

Anticipated resources/equipment to be brought on property during production (owned/leased/rented by company): ______________________________

Anticipated need for other state resources (traffic direction, law enforcement, utilities, etc.): __________

**Number of Vehicles at Location**

Trucks: ___________ Cars: ___________ Vans: ___________

Caterer: ___________ Motor homes: ___________ Generator: ___________

Submitted By: ___________________________ Date: __________________