



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: _____

Production Information

Producer Name: _____

Director Name: _____

Location Manager Name: _____

Type of Production:

- | | |
|--|---|
| <input type="checkbox"/> Feature Film | <input type="checkbox"/> Short Film |
| <input type="checkbox"/> Television Production | <input type="checkbox"/> Corporate Production |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Other Video |
| <input type="checkbox"/> Photography | <input type="checkbox"/> 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:** _____