



**APPLICATION FOR PERMISSION TO FILM  
in  
City of Palmetto, Florida**

*Manatee County is the agency of record for the Bradenton Area Film Office, a division of the Bradenton Area Convention & Visitors Bureau.*

Please allow 3 working days after the receipt of your completed application and insurance to obtain approval to film, if your shoot has no special requirements. Allow 7 - 21 working days if there are pyrotechnics, stunts, street closures or traffic control.

**Date:** \_\_\_\_\_ Filming in the City/Town of: Palmetto, Florida

**APPLICANT INFORMATION**

**Name of Applicant:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Company/Firm:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**FILM / PROJECT INFORMATION**

**Name/Nature of Project:** \_\_\_\_\_

**Producer/Director :** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Contact Cell Phone:** \_\_\_\_\_

**Date(s) of Filming:** \_\_\_\_\_ **Rain Date(s):** \_\_\_\_\_

**Total Days of Filming:** \_\_\_\_\_ **Times of Shoot:** \_\_\_\_\_

**Exact Locations:** \_\_\_\_\_

*Approval is subject to the attached "Limitations on Filming in the City of Palmetto".*

Description of scenes to be filmed: \_\_\_\_\_

\_\_\_\_\_

Distribution of Film: \_\_\_\_\_

Number of Crew: \_\_\_\_\_ Total Budget: \_\_\_\_\_ Film Rating: \_\_\_\_\_

Number/Type of Vehicles: \_\_\_\_\_

**Special Requirements: (if any)**

**Type of Project:**

- \_\_\_\_ Area to be closed or barricaded
- \_\_\_\_ Traffic control
- \_\_\_\_ Music Amplification

- \_\_\_\_ Commercial video
- \_\_\_\_ Documentary
- \_\_\_\_ TV feature
- \_\_\_\_ Still Photography

- \_\_\_\_ Movie
- \_\_\_\_ Music video
- \_\_\_\_ TV series

Other: \_\_\_\_\_

Structures/tents to be erected. Please indicate size of structure/tent: \_\_\_\_\_  
(You must provide drawing/map indicating where structure/tent will be placed at film location.)

Sanitary facilities (trash, comfort stations, etc.): \_\_\_\_\_

Parking arrangements: \_\_\_\_\_

Security personnel: \_\_\_\_\_

Firearms, pyrotechnics, special effects: \_\_\_\_\_

Will special signage be required? \_\_\_\_\_

**Note: Alcoholic Beverages are not permitted on location.**

<b>INSURANCE &amp; FEE REQUIREMENTS</b>
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**Insurance Requirements:**

Premises and event liability insurance is required by and **must name City of Palmetto as Additional Insured**. Insurance coverage and insurance carriers must be acceptable to the City of Palmetto. **An original certificate must be on file, in the film office, prior to filming.** See attached Certificate of Insurance requirements.

**Fee Requirements:** Based on City of Palmetto's fee structure, certain fees may be imposed:

Permit Fee Amount \_\_\_\_\_

Mail a check in the amount of \_\_\_\_\_, **prior to filming**, to: City of Palmetto, 516 8<sup>th</sup> Ave. West, Palmetto, FL 34221



## **Limitations on Filming in the City of Palmetto**

1. No filming is permitted at, of, on or within City-owned structures, including City Hall and the Police Station.
2. Permission on other City-owned or maintained property is granted except that no person may be filmed without the express written permission of the person being filmed.
3. Permission on other City-owned or maintained property or activities other than those associated with passive recreational activities (e.g. walking, sitting) shall be approved in writing by the Mayor.

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# Certificate of Insurance – Blanket Coverage

The Bradenton Area Film Office has established insurance and certificate of insurance requirements for those filming in our area. Before filming can begin, a certificate of insurance must be furnished which includes the following:

**Specific date(s) of the event** must be stated clearly on the certificate, if blanket coverage is not already in effect.

**Type of Insurance Required:** **General Liability** and **Occurrence** should be checked. These are the minimum amounts required:

- **Each Occurrence** = \$1,000,000 or more
- **Damage to Rented Premises (Each Occurrence)** = \$50,000 or more
- **Personal & Adv Injury** = \$250,000 or more
- **General Aggregate** - \$2,000,000 or more

**Description of Operations:**

- City of Palmetto, 516 8<sup>th</sup> Avenue West, Palmetto, FL 34221 is named as Additional Insured.

**Certificate Holder(s):**

1. City of Palmetto, 516 8<sup>th</sup> Avenue West, Palmetto, FL 34221

**Certificate of Insurance must accompany the film application and be e-mailed or faxed to:**

Leanne Keeling, Film Liaison: [Leanne.keeling@bacvb.com](mailto:Leanne.keeling@bacvb.com)

Fax: (941) 729-1820