



City of Bloomfield Hills

45 East Long Lake Road
Bloomfield Hills, Michigan 48304
Telephone: (248)644-1520 Facsimile: (248)644-4813

**FILM PRODUCTION
SPECIAL EVENT APPLICATION**

SPECIAL EVENT PERMITS APPLY TO ALL PRODUCTIONS EXCEPT:

1. Current news productions, which includes reporters, photographers or camera persons in the employment of a newspaper, news service, broadcasting station or similar entity engaged in the broad casting of news events;
2. Productions, which are conducted by the public, education and government access organizations, or by or at the direction of the City;
3. Private events filmed or photographed for non-commercial purposes, such as private parties or weddings.
4. Still photography;
5. Productions that do not involve any of the following:
 - a. Street closures
 - b. Traffic control and/or activity in the road right-of-way;
 - c. Setup of equipment outdoors whether on public or private property.

GENERAL INFORMATION

Date of application: _____ Production title: _____

Script Content: (provide a description of the character and type of the proposed production)

Purpose of production:

- Commercial Educational Motion Picture Non-Profit
 Student Television Other (specify) _____

APPLICANT

Production Company: _____

Address: _____ City _____ State _____ Zip code _____

Applicant Name: _____ Title: _____

Phone: _____ Cell Number: _____ E-mail: _____

List of Officers (if application is a corporation):

Location Manager: _____ Cell Number: _____

Onsite Contact: _____ Cell Number: _____

FILMING LOCATION

Location Address: _____ Property Owner: _____ Phone: _____

Indicate the dates and times of film activities:

<u>Date</u>	<u>Time</u>	<u>Activity</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe the size and location of any trailblazing signs that will be in the area:

Note: Signs must be located on private property (with the owners permission) and not within the road right-of-way.

<u>Size</u>	<u>Location and Description</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Estimated number of attendants: _____ Cast _____ Crew _____ Extras _____ Others

Types and number of vehicles on location:

_____Automobiles _____Camera Cars _____Catering Trucks _____Cranes
 _____Crew Cars _____Motor homes _____Trailers _____Trucks
 _____Vans _____Other_____

Scenes/Special Effects:

Car Chase Explosions Lighting Pyrotechnics
 Simulated Crime Loud Noises/Music Use of Aircraft Use of Animals
 Use of Firearms Open Flame/Smoke Real or Perceived Nudity
 Other_____

Generators: (indicate the number of units and the dates and hours of operation)

<u>Units</u>	<u>Date(s)</u>	<u>Hours of Operation</u>
_____	_____	_____
_____	_____	_____

Special Assistance Requested:

Emergency Services Street Closure Traffic Control Utilities Other

Describe the assistance being requested_____

Security (specify)_____

Other (specify)_____

Along with this application please submit the following:

1. Proof of property/location ownership.
2. Authorization from Property Owner(s) (if applicant is not owner).
3. A letter of notification and signatures from businesses/neighborhoods affected by filming.
4. The attached City of Bloomfield Hills Hold Harmless agreement. Notary services are available in the City offices.
5. **Application fee of \$50.00. Permit fee \$150**

Office Hours Monday – Friday, 8:30 AM to 4:30 PM

This form must be signed and accompanied by all required fees; deposits hold harmless agreements and insurance certificates required before it will be processed. Upon review and approval, if the application satisfies the criteria for a Special Event, the permit shall be issued immediately.

SIGNATURES

By signing this application, the property owner, applicant, and contact person are indicating that all information contained in this application, all accompanying plans, and all attachments are complete and accurate to the best of his or her knowledge. This application is not valid unless signed by the property owner. An application fee is required at time of application in accordance with the fee schedule as adopted by the City of Bloomfield Hills.

Signature of Applicant	Print Name of Applicant	Date
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Signature of Property Owner	Print Name of Owner	Date
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Signature of Association President (if applicable)	Print Name of Assoc. President	Date
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Application fee of \$50.00. Permit fee \$150

OFFICE USE ONLY:

Date Filed: _____ Application accepted by: _____

Fee Paid: _____ Receipt Number: _____

