



# Film & Video Production Application Request

Name of Project \_\_\_\_\_

Name of Production Company \_\_\_\_\_

Location/Production Manager \_\_\_\_\_

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

Billing Address (in case of any fees) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Type of Filming:

- Music Video     
  Commercial     
  Personal Use  
 Student     
  Documentary     
  Sound Only  
 PSA     
  Organizational Use     
  Other: \_\_\_\_\_  
 Professional Film, Indie     
  Television Show

Number of Personnel: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

### Requested Location(s):

Location (description & address)	Date(s)	Time In	Time Out

Attach additional information or use back of application if needed.

**Could any of the following be used? (Check all that apply)**

<input type="checkbox"/> Street Closures	<input type="checkbox"/> Alleys	<input type="checkbox"/> Flyovers (Drones/Helicopter)
<input type="checkbox"/> Sidewalk Closures	<input type="checkbox"/> Nudity	<input type="checkbox"/> Intermittent traffic control
<input type="checkbox"/> Parking lot/spaces	<input type="checkbox"/> Fire	<input type="checkbox"/> Loud arguments
<input type="checkbox"/> Firearms/weapons	<input type="checkbox"/> Explosions	<input type="checkbox"/> Animals Type: _____
<input type="checkbox"/> Heavy equipment	<input type="checkbox"/> Staged fighting	Number: _____
<input type="checkbox"/> Vehicle chases	<input type="checkbox"/> Night shoots	<input type="checkbox"/> Other: _____

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Do you have liability insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

- \$1 million in liability insurance is required. List the certificate holder as:  
**The City of Edmond, PO BOX 2970, Edmond, OK 73083**
- Email Certificate copy to **specialevents@edmondok.com** no more than 3 business days before the date of filming.

Do you require the City of Edmond to sign a nondisclosure or location lease agreement? (If yes, please attach forms for review). Yes \_\_\_\_\_ No \_\_\_\_\_

Is a copy of the script available for review if needed? Yes \_\_\_\_\_ No \_\_\_\_\_

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*If approved I, \_\_\_\_\_ agree to hold the City of Edmond and its employees harmless from any and all claims for damage or injury to myself or participants arising in connection with the filming at this location. I understand that this agreement to indemnify is for any and all liability of the City of Edmond including costs of defense attorney fees arising from any activity on my part which is legally negligent, reckless or a violation of a legal duty owed by me to the City of Edmond or any third person.*

*I understand that all permissions are considered revocable. It can be revoked if any of the following issues are identified by City Staff: fraud, misrepresentation, imminent threat to public health, safety and/or welfare.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Location/Production Manager)

Any attachments? Yes \_\_\_\_\_ No \_\_\_\_\_