

LOCATION PERMIT APPLICATION FOR VIDEO, FILM or STILL PHOTOGRAPHY

Town Of Ridgefield Connecticut
400 Main Street
Ridgefield CT 06877
Phone: 203-431-2774
Fax: 203-431-2311
www.ridgefieldct.org

PERMITTEE INFORMATION

(Name of) Permittee:	Date:
The information you provide will help this municipality determine the size and scope of your project.	
Producer:	
Location Contact:	
Production Company:	
Phone/Pager:	
Fax:	
Address:	
Other Contact:	
Phone/Pager:	
Project Title:	
Start Date:	
Completion Date:	
Format: <input type="checkbox"/> Video <input type="checkbox"/> 16mm <input type="checkbox"/> Other <input type="checkbox"/> Still Photography <input type="checkbox"/> 35mm _____	
Type of Production: <input type="checkbox"/> Feature <input type="checkbox"/> TV <input type="checkbox"/> Other <input type="checkbox"/> Commercial <input type="checkbox"/> Non-Broadcast _____	
LOCATION INFORMATION	
Public Property: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Private Property: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address of Filming Location:	
Name of Property Owner:	
Signature of Property Owner (if private):	
Phone:	
Start Date:	
Completion Date:	
Hours of Operation: _____ <input type="checkbox"/> AM/ <input type="checkbox"/> PM to _____ <input type="checkbox"/> AM/ <input type="checkbox"/> PM	
Exterior night lighting: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes Describe:	
Use of Pyrotechnics and/or other special effects: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Catering Services: <input type="checkbox"/> Yes <input type="checkbox"/> No	

If Yes Describe:

Restroom Facilities: Yes No

If Yes Describe:

Trash removal: Yes No

If Yes Describe:

Other Vehicles or Special Equipment (describe):

Animals:
Maximum Number of: _____
Crew Cars for EACH Day of Production: _____
Number of Equipment Vehicles: _____
Generator: _____ Grip Truck: _____
Large Trucks: _____ Cube Trucks: _____
15 Pass. Vans: _____ Motor Homes: _____
Cars: _____
Other Vehicles or Equipment (describe): _____

INSURANCE

Insurance Company: _____

Policy #: _____ Expiration Date: _____

YOU MUST NAME THE MUNICIPALITY AS LOSS PAYEE
Certificate Received and Attached: Yes No
Producer states the above information is complete and accurate.
Producer has read and understands the Terms and Conditions on this and the next page and agrees to comply with the provisions of this permit.

PRODUCER / PRODUCTION COMPANY

Company Name: _____

By: _____ Title: _____

Signature: _____

Signature of Representative of Applicant _____ Title _____ Date _____

PLEASE FAX A COPY OF THIS PERMIT TO 860-721-7088

CONNECTICUT COMMISSION ON CULTURE AND TOURISM – FILM DIVISION
One Financial Plaza, 755 Main Street, Hartford, CT 06106
860-571-7130 • Fax 860-721-7088
www.CTfilm.com • info@CTfilm.com

**PERMIT IS NOT VALID UNTIL SIGNED AND FILED WITH THE ISSUING MUNICIPALITY.
PERMITTEE MUST OBTAIN THE SIGNATURES OF ALL OFFICIALS CHECKED OFF BELOW:**

SIGNATURE REQUIRED

<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____	_____
		Cashiering or Permitting Supervisor	Title	Date
<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____	_____
		Police Department	Title	Date
<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____	_____
		Fire Department	Title	Date
<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____	_____
		Health Department	Title	Date
<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____	_____
		Building Department	Title	Date
<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____	_____
		Risk/Insurance Manager	Title	Date
<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____	_____
		Mayor, First Selectman or Municipal Manager	Title	Date
<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____	_____
		Neighborhood and/or business notification required	Describe Type of Notification	

Note: This municipality may or may not require that you notify the neighborhood and/or businesses near the location if the box above is checked yes; please describe notification method.

SIGNATURES REQUIRED IF USING:

USE OF PARKS:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____	_____
		Signature of Coordinator Recreation Services	Title	Date

USE OF PUBLIC SCHOOL OR SCHOOL GROUNDS

<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____	_____
		Signature of Board of Education Representative	Title	Date

USE OF MUNICIPAL PROPERTY AND GROUNDS OTHER THAN PARKS OR SCHOOLS

<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____	_____
		Signature of Facilities Manager	Title	Date

USE OF PUBLIC ACCESS WAYS (SIDEWALKS, ROADS)

<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____	_____
		Signature of Traffic Engineer	Title	Date

Note: The use of State roads and highways requires a permit from the Connecticut Department of Transportation. Call the Film Division for details.

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Sketch map of affected area. Indicate location of set, working trucks, base camp, crew parking and traffic control plan. Attach additional pages if needed.

We are pleased you have chosen Connecticut to realize your project. Our goal is to assist you by opening doors and providing services and personnel when possible. In return, we expect you to clearly describe what you plan to do, respect the people who live here and return each location to its original condition.

TERMS AND CONDITIONS OF LOCATION PERMIT

PERMIT REQUIRED: This permit must be in the possession of the Producer/Permittee, kept on the site at all times, and must be available to inspection upon request by Permit official or the public. This permit may not be assigned, altered, or the terms of this permit varied from by the Producer/Production Company ("Producer") without written consent of the Permit.

AUTHORITY: This permit is issued by the authority of the Permit, for the purpose of film, video or still photography on public property. This permit does not extend or grant permission to use or enter property not belonging to or under the control of the Permit. Permission to use or enter private property must be obtained from the owner or controller of such property and is not a part of this permit. Permit may be able to assist but it is the responsibility of the Producer to secure this permission.

COMPLIANCE WITH PERMIT AND LAWS: Producer agrees to comply with the Terms and Conditions of this permit and with any attached Exhibit(s), which are by this reference made a part of this permit. Producer agrees to comply with all applicable federal, state and local laws, regulations, ordinances and rules. Vehicle code provisions and/or posted parking regulations will be enforced unless otherwise noted in this permit.

RIGHT TO TERMINATE: Permit understands a great deal of effort and expense is involved in location shooting. However, in the event an authorized representative of the Permit finds that activities being conducted by the Producer unnecessarily endangers the health and safety of any person or that said activities are causing or will cause damage to real or personal property, said representative, at his or her own discretion, may suspend, cancel or amend this permit. The Permit hereby agrees it will not unreasonably exercise this right of termination.

INSURANCE: This permit is granted subject to Producer showing proof of general liability insurance, and Producer agrees to provide a certificate of insurance in the amount of \$1,000,000, unless a different amount of insurance is specified in the permit, and to name the Permit as loss payee.

INDEMNIFICATION: Producer waives all claims against the Permit, its officers, agents and employees for loss or damages caused by, arising out of or in any way connected with this permit. Producer agrees to indemnify, defend and hold harmless the Permit, its officers, agents and employees from any and all alleged claims, loss, damage or liability caused by, arising out of or in any way connected with permission granted in this permit, except those arising out of the sole negligence of the Permit.

RISK: Producer acknowledges that its use of municipal facilities for purposes of this permit is at its own risk and expressly waives any right to make or prosecute claims or demands against the Permit for any loss, injury or damage which Producer may sustain in the exercise of the permissions granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause or the utilities or other services furnished, or for any loss resulting from fire, water, wind, civil commotion, riot, landslide or acts of God.

REMOVAL OF MATERIALS: On or before the date of the expiration of this permit, the Producer shall clean up the locations used and remove from each location, all sets, structures, equipment, rubbish and unsightly matter placed on the property by the Producer unless the Permit agrees that this may be done at a later time. In the event Producer fails to remove materials, the Permit may do so and Producer agrees to pay the Permit any costs incurred. Producer agrees to pay the Permit for damage to Permit property resulting from operations undertaken by Producer.

GENERAL INFORMATION

FEES: The fee for this permit is _____. Extra costs incurred by Permit as a result of _____ may be billed to Producer and Producer agrees to pay these costs.

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