



# CITY OF NEWAYGO

## Application for Public Filming

All commercial filming, including still photography and taping in the City of Newaygo, requires a permit issued by the City. Exemptions/Waivers include films or photographs made: (1) exclusively for private or family use; (2) production conducted by the City's public, education and government access organizations, or by or at the direction of the City; (3) for news purposes; (4) for charitable purposes; (5) video or multimedia broadcast or transmission of a live performance; and (6) productions conducted within legally established motion picture/television/radio/photography studios. In addition, still photography that does not impede/utilize public or private property (including public streets and rights-of-way) or impede access to public or private property does not require a film permit. **The City of Newaygo will choose whether or not to issue the film permit. Applications for Film Permits and copies of the local ordinance can be requested by contacting the City of Newaygo at:**

City of Newaygo | 28 State Rd, P.O. Box 308 | Newaygo, MI 49337  
231.652.1657 (Phone) | 231.652.1650 (Fax)

### GUIDELINES:

#### General:

1. Obtain a film permit application from the City of Newaygo or download the permit application from our website at: [www.newaygocity.org](http://www.newaygocity.org) under "Forms and Publications".
2. Complete film application and submit with application fee.
3. Obtain general liability insurance in the amount of \$1,000,000.00, name the City of Newaygo as an additionally insured party for thirty (30) days beyond the length of the shoot.
4. Submit the "Hold Harmless" document as required. *Please note that the City's Hold Harmless form requires a notarized signature.*
5. The film company must notify affected residents, occupants and businesses, in advance of any filming and as instructed by the City of Newaygo, of the duration and location of filming, including information about planned special effects, road and lane closures, no parking requests and sidewalk usage (without obstructing pedestrians). If required by the City, draft neighborhood notification letter and neighborhood signatures (if required by the City Manager) must be attached to the Film Permit application.
6. If a road closure is requested, please attach a sketch and/or traffic control plan of the exact filming location, listing which roads you wish to close and a brief description of what you will be filming, as well as placement of work trucks, crew/equipment, "no parking" signs, etc. The City's DPW and Police Department will review the Traffic Control Plan and grant approval if appropriate. Failure to comply with an approved Traffic Control Plan shall result in immediate termination of the film permit.
7. Production vehicles must not block parking lot access/egress ramps, fire hydrants, or be parked in fire lanes. A 20 ft. clearance between vehicles parked on either side of the road is mandated to allow for emergency response vehicles to pass. Production vehicles must not block parking lot access/egress ramps to any freeway, etc.
8. Base camp cannot be on the streets of the City of Newaygo unless approved in advance by the City Manager. Only the necessary production vehicles (i.e. grip & light truck) may be at the filming location. Crew parking, honey wagon, catering, non-essential production vehicles, etc. must be at a predetermined location (i.e. nearby parking lot).
9. Production crews must clean the location at the end of the day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition.



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### CONSIDERATION & DISRUPTION:

**Consideration to Residents/Occupants/Businesses:** These people should be free from any negative environmental conditions resulting from filming including but not limited to: spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection. Specifically:

- **Lighting:** Lighting for filming should be oriented away from neighboring residences unless residents have been contacted and do not express any objection. Lighting should also not interfere with the safe movement of traffic.
- **Noise:** The production company must comply with legislation governing noise. If the affected residents/occupants/businesses have been advised in advance of the nature of the noise and do not object, the likelihood of a complaint will be reduced.
- **Disruption to Residents/Occupants/Business:** It is the production company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses and City employees where filming occurs. This includes ensuring residents, owners and customer's access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties.

### VEHICLES, TRAFFIC & PARKING:

#### Traffic:

- No interference with pedestrian or vehicular traffic is to occur without being noted on the permit.
- Production vehicles must comply with appropriate traffic regulations unless stated otherwise on the permit.
- All moving vehicles must comply with regulations governing traffic in City parks/properties unless otherwise noted on the permit.
- Except where a road is closed for filming, where a moving vehicle is involved, the applicant shall adhere to the posted speed limits and to lawful conditions.

### CITY DEPARTMENT APPROVALS:

Approval from the following City departments may be required for some productions:

- **Planning Commission / Building Department (Planning, Building & Code Enforcement):** Department approval is required for any environmental issues, including temporary construction of sets, electrical inspection of base camp, etc.
- **Department of Public Works:** Department approval is required for any film/photo/video or other related activity that occurs in the public right-of-way or that requires a hydrant hook-up for water access. Department approval is also required for any related film/video/photo activity at any City park. Park staff may be required to be on site for some City park locations. Such staffing costs are responsibility of the applicant and are in addition to the permit costs.
- **Police Department:** Department approval is required for any related film/video/photo activity that involves traffic control or additional security or police protection. Such staffing costs are responsibility of the applicant and are in addition to the permit costs.



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### CONDITIONS / RESTRICTIONS

The applicant shall comply with all conditions and restrictions of the film permit. Violation of the City of Newaygo's Public Filming Ordinance constitutes a misdemeanor and all filming activity will be halted. Such violations will void the permit for future use. No changes to the permit will be allowed after initial permit issuance without the written approval of the City. Additionally, filming may not occur for more than seven (7) consecutive days, on public or private property, without approval from the City Manager and his/her designee.

These procedures and guidelines are intended to serve as the minimum regulations under typical filming circumstances. However, the City reserves the right to increase or decrease the requirements on an application-by-application basis. Additionally, the City reserves the right to deny a film permit based in the manner described in the Municipal Code. The City shall reserve the right to withdraw a permit or stop production in the event that the applicant does not adhere to these rules and regulations.

**FOR MORE INFORMATION, PLEASE CONTACT THE CITY OF NEWAYGO AT 231.652.1657.**

### City's Rights & Permittee's Rights:

- Permittee waives all claims against the City of Newaygo, its officers, agents and employees, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit.
- Permittee agrees to indemnify and defend the City of Newaygo, its officers, agents and employees from any and all loss, damage or liability caused by, arising out of or in any way connected with exercise by the permittee of the rights hereby permitted, except those arising out of the sole negligence of the City of Newaygo.
- The City of Newaygo shall have the privilege of inspecting the premises covered by this permit at any or all times.
- The City of Newaygo may terminate this permit at any time if permittee fails to perform any covenant herein contained at the time and in the manner herein provided. The City of Newaygo agrees it will not unreasonably exercise this right of termination.
- The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit, shall act in an independent capacity and not as officers, employees or agents of the City of Newaygo.
- Permittee will not discriminate against any employee or applicants for employment because of race, color, religion, ancestry, sex, age, national origin or physical handicap. The permittee will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, ancestry, sex, age, national origin or physical handicap.
- Permittee agrees to comply with all the rules and regulations of the facility or institution subject to this permit.
- Permittee will be subject to a performance guarantee which shall be conditioned upon the permittee's faithful compliance with all of the terms and provisions of the permit.



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Date: \_\_\_\_\_ Permit #: \_\_\_\_\_ Fee: \_\_\_\_\_

Company \_\_\_\_\_ Fed/State Employer ID \_\_\_\_\_

Production Title \_\_\_\_\_

Production Type: \_\_\_\_\_ Motion Picture \_\_\_\_\_ Television \_\_\_\_\_ Radio \_\_\_\_\_ Other  
(A written statement of the type of proposed motion picture, television, radio and photographic production must be included with this application.)

Address \_\_\_\_\_  
Street City State Zip

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_  
Area Code Area Code Area Code

Location Manager \_\_\_\_\_

Location (Provide address and specific area on the property. Attach additional page for multiple locations.)  
\_\_\_\_\_  
\_\_\_\_\_

Name of Private Property Owner/Representative \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Activity (Provide a description of filming activity for each location including maps, sketches, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Prep, Strike and Filming Schedule: Attach separately

Traffic Control/Activity in Public ROW: No \_\_\_\_\_ Yes \_\_\_\_\_ (Attach Traffic Control Plan)

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Total Personnel (Cast & Crew) per site/day: \_\_\_\_\_

Vehicle/equipment (i.e. generator, etc.): \_\_\_\_\_

Pyrotechnics: \_\_\_\_\_

Technician: \_\_\_\_\_ License # \_\_\_\_\_

FX # \_\_\_\_\_ Insurance Co. \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
Private Property Representative Signature (if applicable)

*When complete and by acceptance of this permit, permittee agrees to all the aforesaid conditions, including any attachments to this form.*

Return to: City of Newaygo | 28 N. State Rd., PO Box 308 | Newaygo, MI 49337





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### **Fees and Processing:**

Application Processing Fee:

Additional fee for expedited processing if less than normal processing time is required  
(Late applications processed at the discretion of the Community Development Department):

Performance Guarantee:

\*\*Performance Guarantee must be paid when submitting the application to the City of Newaygo.

Filming Fee per Day on Public Property:

Filming Fee per Day on Private Property:

Fee per day for Road and Street Closure/Blockage:

Extended Hours Fees:

\*\*Filming should not exceed from the hours of 7:00am to 7:00pm, Monday through Saturday.  
Staff hours will be calculated and charged separately.

#### Staff Fees

- Police
  - o Chief:
  - o Sergeant:
  - o Officers:
- Fire
  - o Dispatch:
  - o Fire Chief/Fire Marshall:
  - o Firefighter/EMT:
- Department of Public Works Services:
  - o Per Employee
- Other City Officials and Employees
  - o Varies by request

#### Equipment Fees

- Barricades:
- Cones:
- Plastic Barrels:
- Traffic Signs:

*\*Fee could vary depending upon actual property used and the impact on regularly scheduled events.*

*\*\* Staff time to be based on most current City overtime schedule and calculated and paid in advance of film permit activities.*



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### Filming Permit

#### Release and Hold Harmless Agreement

COMPANY: \_\_\_\_\_ PRODUCTION TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The undersigned has requested a filming permit from the City for the limited purpose of motion picture, television, radio, or photographic production in accordance with *Chapter 71* of the City's Code of Ordinances. *Section 71-7 (9)* requires Permittee to provide an agreement to hold the City harmless from and defend it against any and all claims, lawsuits or other liability arising from or as a result of the activity, event or use relating to the permitted activity. The undersigned acknowledges and affirms that the City has agreed to permit such activity subject to all the conditions and requirements of *Chapter 71* and the following condition:

Permittee shall agree to, and hereby does agree to indemnify, defend, and hold harmless the City, its Council, and its agents, officials, and employees, from and against any and all claims, loss, liability, damages, costs, and expenses, including, but not limited to, any and all liability for damage to property and/or any and all liability for personal injury or death as a result of the activity, event, or use provided for in this Permit, and/or as a result of participation in or attendance at the activity, event or use provided for in the Permit, caused by the negligent acts, regardless of whether or not Permittee alleges such claim, loss, liability, damage, cost or expense I caused or contributed to, in part, by the City.

SIGNATURE: \_\_\_\_\_

PRINT SIGNATURE NAME: \_\_\_\_\_

TITLE: COMPANY: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE(S) OF FILMING: \_\_\_\_\_

STATE OF MICHIGAN )

) ss.

NEWAYGO COUNTY )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ of \_\_\_\_\_, a Michigan \_\_\_\_\_, on behalf of said \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_, County Michigan

My Commission Expires: \_\_\_\_\_



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### Road Closure Permit Application

Applicant \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone ( ) \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Name of street(s) requested for closure \_\_\_\_\_

Reason for closure request \_\_\_\_\_

Date of closure \_\_\_\_\_ Rain Date \_\_\_\_\_

Time of closure \_\_\_\_\_  
From To

City of Newaygo  
Department of Public Works  
28 N. State Rd., PO Box 308  
Newaygo, MI 49337  
Phone: 231.652.7984  
Fax: 231.652.1650  
[www.newaygonaturally.com](http://www.newaygonaturally.com)