

**PARK CITY MUNICIPAL CORPORATION  
FILMING PERMIT APPLICATION**



Special Events and Facilities  
Department  
435.615.5150  
stephanie.valdez@parkcity.org

Please submit a **COMPLETED** application to the Special Events and Facilities Department at [stephanie.valdez@parkcity.org](mailto:stephanie.valdez@parkcity.org) or fax to (435) 658- 9070 **no less than 14 Days prior to filming activity**. The application will be reviewed by the Special Events Department. Requests for placement of satellite trucks or use of public parking will require a request for [Special Use of Public Parking Application](#).

**This application DOES NOT constitute a valid permit until approved by the Special Events Department**

**COMPANY INFORMATION**

Project Name:			
Production Company Name:			
Permanent Address:			
City:	State:	Zip Code:	Phone:
Local Production Office Address:			
Local Production Office Phone:			Fax:

**CONTACT INFORMATION**

<b>1. Producer:</b>	<b>Cell Phone:</b>	<b>Email:</b>
<b>3. Location Manager:</b>	<b>Cell Phone:</b>	<b>Email:</b>

**This project will be filmed in the following general locations within Park City (check one – specific locations and addresses will be requested later in application):**

- |  |  |  |                                   |
|--|--|--|-----------------------------------|
| <input type="checkbox"/> Main Street – Sidewalk/Streets/R.O.W  | <input type="checkbox"/> Main Street – Interior – Private Property | <input type="checkbox"/> Interior                        | <input type="checkbox"/> Exterior |
| <input type="checkbox"/> Old Town Neighborhoods                | <input type="checkbox"/> Lower Deer Valley Neighborhoods           | <input type="checkbox"/> Upper Deer Valley Neighborhoods |                                   |
| <input type="checkbox"/> Thayne’s Canyon Neighborhood          | <input type="checkbox"/> Park Meadows Neighborhood                 | <input type="checkbox"/> Prospector Area Neighborhoods   |                                   |
| <input type="checkbox"/> Public Property, Streets or sidewalks | <input type="checkbox"/> Other as specified:                       |  |                                   |

**TO BE FILLED OUT BY PARK CITY SPECIAL EVENTS DEPARTMENT:**

Film Permit Fee: \_\_\_\_\_ Deposit Amount (if required) : \_\_\_\_\_

Payment Received:  Yes (date) \_\_\_\_\_ Insurance received:  Yes  No

Filming Date/s: \_\_\_\_\_

Park City Municipal Corporation Approval

\_\_\_\_\_

Special Events & Facilities Representative

\_\_\_\_\_

Date

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**GENERAL FILMING INFORMATION AND FEE CALCULATIONS**

**This project is (check one):**

- Feature Film       Music Video       Television Programming       Documentary  
 Corporate Video       Short Film       Public Service Announcement       Still Photography  
 TV Movie       Commercial       Educational  
 Other as specified:

**Please identify any equipment or props that may be present at any of your shooting locations:**

- Generator     Light     Crane     Track     Dolly     Water Truck     Camera Car  
 Rig (stills)     Large prop     Set Design     Special Effects/Stunts  
 Other as specified:

**Use the space below to itemize anticipated additional services:**

- Police (Two weeks' notice required)     Water Permit     Fire Use Permit     Noise Variance  
 Fireworks or Explosives Permit     Lane closure     Temporary Structure permit  
 Request for use of Public Parking

Personnel	# OF PEOPLE
Cast	
Extras	
Crew	
<b>TOTAL</b>	

Administration Fee	# of Vehicles/Hours /Items	Fee Per Vehicles/ Hours/ Items	\$46.00
Vehicle Types : Production, Crew, Tow Cars or Shuttle Vans		\$6.00	
Trucks, Busses, Motorhomes, Trailers		\$ 30.00	
Barricade Use Fee ( if applicable)			
Public Parking Use Fee ( if applicable)			
Public Safety Use Fee -Per Hr. Per Officer (if applicable)		\$75.00	
Other Fees:			
<b>TOTAL</b>			

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**LOCATION DETAILS (Create copies if more than two locations)**

Location 1. Description				
Type of Location (Check One) <input type="checkbox"/> Private Property <input type="checkbox"/> City Parks or Trails <input type="checkbox"/> City Street, Public Right-of-Way, or other City Public Facilities				
Narrative of Activities (please attach additional information as necessary)				
Location Address				
Public Access to Location	Yes		No	

Location 1. Dates		
Activity Type	Date(s)	Time(s)
Prep		
Filming		
Strike		
Hold		

Location 2. Description				
Type of Location (Check One) <input type="checkbox"/> Private Property <input type="checkbox"/> City Parks or Trails <input type="checkbox"/> City Street, Public Right-of-Way, or other City Public Facilities				
Narrative of Activities (please attach additional information as necessary)				
Location Address				
Public Access to Location	Yes		No	

Location 2. Dates		
Activity Type	Date(s)	Time(s)
Prep		
Filming		
Strike		
Hold		



**LOCATION & SITE INFORMATION DETAILS**

Please provide a **DETAILED** map of each location, which includes the following information relevant to your production:

- Location(s) of cameras and all equipment
- Lane restrictions, intermittent traffic control
- Sidewalk closures or intermittent pedestrian control
- Truck parking
- Crew parking
- Base camp
- Catering location
- Direction of moving vehicles for driving shots
- Indicate location of generators and other temporary structures
- Other information as requested

**MAPS WITHOUT THIS INFORMATION WILL NOT BE ACCEPTED FOR PROCESSING.**

**GENERAL RULES ON PAGE 5**

**SIGNATURE REQUIRED ON PAGE 5**

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**GENERAL TERMS, CONDITIONS, AND RESTRICTIONS PERMITTEE AGREES TO THE FOLLOWING:**

1. This permit must be in possession of the applicant at all times while on location and must be made available for inspection when requested by City authorities or the public.
2. Permittee 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.
3. In the event that an authorized representative finds that the activities being conducted by the Permittee unnecessarily endangers the health and safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole discretion, may suspend, cancel, or amend this permit. The City reserves the right to suspend, cancel, or amend this permit at any time without incurring any liability to the Permittee.
4. The Permittee must obtain a liability insurance policy naming Park City Corporation as “additionally insured”, and also as the “certificate holder” during the event with a face value of at least \$4,000,000. The permit itself is invalid if a current insurance certificate is not by the Special Events and Facilities Office and approved prior to the date of the event.
5. This permit does not constitute nor grant permission to use or occupy property not belonging to, or under control of, Park City Corporation. Permission to use or occupy these properties must be obtained from the owner or controller of such property in addition to this permit. Proof of such permission may be required prior to issuance of a permit.
6. Permittee is responsible for obtaining the cooperation of the residents or owners of adjacent properties. Interference with movement or activities of these owners or residents should be as minimal as possible.
7. Permittee agrees to canvass the areas impacted by the filming 48 hours prior to filming, and businesses and residents notified, preferably in person, otherwise with flyers. Permittee is responsible for working out any conflicts or negative financial aspects.
8. Parking in any areas designated as “no parking”, “loading zones”, “emergency only”, parking with any type of “restrictive definition”, needs to be designated within the Film Permit Application.
9. A fire lane of twenty (20) feet must be maintained, allowing access through the length of closed and open roadways/streets. Access to the fire hydrant must be maintained; no parking within 5 feet on either side of the existing fire hydrants.
10. Permittee must place equipment in such a way that pedestrians have safe passage and access to other sidewalks and the building entrances. Any cords or any type of equipment must be placed so it will not interfere, obstruct, or cause harm in any way to the pedestrians.
11. All accesses, ramps, parking stalls, etc. authorized or duly marked for use of “handicapped” persons shall remain open and accessible.
12. Driveways and entrances shall allow for accessibility for emergency vehicles.
13. Permittee must comply with the Municipal Code Title 6, Chapter 3 Noise. The Code prohibits excessive or unusually loud noise between the hours of 10:00 p.m. to 7:00 a.m., and not before 9:00am on Sundays, in residential areas and between the hours of 10:00 p.m. and 6:00 a.m. in commercial areas.

As an appointed representative of the production company, I have read and agree to the terms of this filming permit for this and the following locations referenced to the production referred to. I understand I may have filming temporarily or permanently shut down if the requirements as set forth are not adhered to either intentionally or unintentionally.

**APPLICANT:**

Company Name: \_\_\_\_\_

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

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

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

**The above signed hereby personally covenants, guarantees and warrants that he/she has the power to obligate the filming company to the terms and conditions of this permit.**