

FILM PERMITS

Provo

In order to film within the Provo city limits, you will need to fill out the forms on the following pages of this document. Mail the completed documents to:

Coleen Santistevan
Provo Police Department
48 South 300 West
P.O. Box 1849
Provo, UT 84603

OR

Fax: (801) 377-7315

If you have any questions about filming in Provo, contact Pam Stowe at 801-852-6523 or Coleen Santistevan at 852-6205.

Provo City Municipal Corporation Film Permit

General Terms, Conditions and restrictions permittee agrees to the following:

1. The approval identification provided with the approval of 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.
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. If while the permittee is filming changes occur that would cause the permittee to violate the Minimum Impact Filming Parameters the permittee needs to contact the Provo City Municipal Corporation at (801) 852-6100 immediately.

Applicant

We hereby accept this permit and agree to abide by all the terms and conditions hereof:

Media Organization: _____

Country of Origin: _____ Network Affiliation: _____

Location manager: _____ Cell Phone: _____

Location manager assistant: _____ Cell Phone: _____

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 the permit.

Provo City Municipal Corporation Approval

To be filled out by Provo City

Minimum Impact Approval for the following dates: _____

Additional Filming Location(s) Approved	Date	Time

Provo City Municipal Corporation Approval

Provo City Municipal Corporation

Date

Provo City Municipal Corporation Filming Permit

Part I. Duration of Filming	
Dates of Filming	

Part II. Minimum Impact Criteria	No	Yes
Involves more than 4 people		
Involves restriction of public access, including stopping or disruption of traffic (vehicular and/or pedestrian)		
Requires vehicle access adjacent to filming site		

If "no" was marked in each category, proceed to Part V

If "yes" was marked in any category, the action is not a minimum impact, please proceed to part III

Part III. Crew Information	
Number in Crew	
Number of Vehicles	
Do Vehicles need to be parked adjacent to the filming location?	

Part IV. Location Information			
Filming Location	Date	Time	Summary of Shot, include type of shot

Part V. Information Submittal
Please fax both pages of this permit to the Provo City Municipal Corporation at (801) 377-7315. The application will be reviewed and you will be contacted within 24 hours. If you need an immediate response please phone (801) 852-6100 after the information has been faxed.

48 South 300 West
P.O. Box 1849
Provo, UT 84603
Fax: (801) 377-7315

AFREEMENT FOR SPECIAL OUTSIDE EVENTS

It is the purpose of this Agreement to clarify and give direction for individuals or groups, that request assistance from Provo City when sponsoring any outside special event, such as a 5K or 10K run, parade, car show, walk-a-thon, etc. The following information is required by Provo City Corporation, if applicable to the Promoter of the special event.

This agreement made and entered into this _____ day of _____, _____ (year), by and between Provo City Corporation, a municipal corporation of the State of Utah, hereinafter referred to as the City, and _____ hereinafter referred to as the Promoter.

Witnesseth:

Applicability

- 1. **EVENT:** The Promoter is desirous of conducting a _____ within the corporate limits of the city. The Promoter agrees to provide:
 - A. Plan and/or map of proposed event (subject to review and approval).
- 2. **DATE:** The Promoter is planning the event for the _____ day of _____, _____ (year).
- 3. **TIME:** The Promoter will begin the event at _____(am/pm), and close the event at _____(am/pm).
- 4. **SITE:** The Promoter agrees to provide a suitable site for the event at _____. Such a site shall conform to safe access in or out of the area by those participating or not participating in the event.
- 5. **PARTICIPANTS:** Promoter is anticipating _____ (amount) people to participate in the scheduled event.
- 6. **EXPENSE:** The Promoter agrees to provide at his own expense facilities, equipment and personnel for compliance with this agreement.
- 7. **LIABILITY:** As consideration for this permission the Promoter agrees to assume all liability for the event during the specified period.
 - A. Promoter shall be responsible to mitigate any impacts on local businesses and any disturbance that the special event may cause.

Date at Provo, Utah the day and year above written

PROMOTER:

BY: _____

ADDRESS: _____

CITY: _____

PHONE: _____

<input type="checkbox"/> Parks & Recreation Dept. 852-6619 Approved _____ Disapproved _____ Date: _____ Time: _____	<input type="checkbox"/> Zoning Department 852-6406 Approved _____ Disapproved _____ Date: _____ Time: _____	<input type="checkbox"/> Licensing Department 852-6523 Approved _____ Disapproved _____ Date: _____ Time: _____
<input type="checkbox"/> Fire Department 852-6332 Approved _____ Disapproved _____ Date: _____ Time: _____	<input type="checkbox"/> Health Department 370-8700 Approved _____ Disapproved _____ Date: _____ Time: _____	<input type="checkbox"/> Police Department 852-6205 Approved _____ Disapproved _____ Date: _____ Time: _____

THIS SECTION FOR POLICE DEPARTMENT USE ONLY

- 8. **Emergency Access:** The Promoter further agrees to provide direct and immediate access for emergency city vehicles and equipment into the location of the event.

- 9. **NOISE:** The Promoter agrees to comply with the city's noise ordinance (9.06). The amplification shall be monitored consistently throughout the event by the Promoter. The Promoter further agrees to provide a decibel (db) meter for such monitoring. Moreover, the Promoter shall keep the noise levels below the following decibel measurement readings:

DAY TIME (7:00 AM to 10:00 PM) _____db	NIGHT TIME (10:00 PM to 7:00 AM) _____db
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- 10. Provo City Police Department "Disturbance Calls" pamphlet

- 11. **STREET CLOSURE:** Upon request by the Promoter for the closure of a city street the "Agreement for Street Use" form shall accompany this agreement before approval.
 - A. Appropriate paperwork (permit) from UDOT, if road closure involves any state road.
 - B. Appropriate paperwork (permit) from Provo City Corporation.

- 12. **SECURITY:** The Promoter agrees to provide:
 - A. Approved Private Security or
 - B. If deemed necessary by the Chief of Police, off duty Provo City police officers will be required for traffic control in accordance with 9.15.060 (1)(e) Provo City Code.
 - C. Volunteers equipped with appropriate reflective gear to assist officers.

- 13. **SUPPORT:** The Promoter agrees to notify surrounding business/residence of the desired event.

AGREEMENT FOR STREET USE

This agreement made and entered into this _____ day of _____, 2_____, by and between Provo City Corporation, a municipal corporation of the State of Utah, hereinafter referred to as the City, and _____, hereinafter referred to as the Contractor.

Witnesseth:

1. That the Contractor is desirous of utilizing a public city street for the purposes of conducting a semi-public function of the closed portion of _____ Street which will be between _____ and _____.

2. The City by authorization of the Mayor or through his designated representative has authorized the closure of the street by installation by the Contractor of barricades at the two ends of the portion of the street described in the preceding paragraph.

3. Said street will be closed on the _____ day of _____, 2_____, commencing at _____am/pm and will remain closed until the _____ day of _____, 2_____, commencing at _____am/pm.

4. That the Contractor agrees to provide at his own expense safety barricades which will be lighted and conspicuously displayed as is the usual procedure for construction of any given street.

5. As consideration for this permission, the Contractor agrees to assume all liability for erection and maintenance of barricades, agrees to clean up the area upon termination of use and agrees to assume all liability of the Contractor's use of the street during the specified period.

Dated at Provo, Utah, the day and year above written

Departmental review required? Yes No

PROVO CITY CORPORATION

Reviewed by:

CONTRACTOR:

Department Representative

By: _____

ATTEST:

City Recorder

By:

Mayor/Designated Representative