

APPLICATION TO FILM IN POLK COUNTY



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www.visitcentralflorida.org/film-tv

This application, certificate of insurance and all other required documents must be received in our office before filming can begin. Please have your permit available at all times while on location.

PRODUCTION COMPANY _____

ADDRESS _____ CITY/STATE/ZIP _____

APPLICANT/CONTACT PERSON _____ TITLE _____

ON-SITE PRODUCTION COORDINATOR _____

PHONE _____ FAX _____ MOBILE _____

E-MAIL _____

CLIENT/AGENCY _____

ADDRESS _____ CITY/STATE/ZIP _____

PHONE _____ FAX _____

WEBSITE _____

TYPE OF PRODUCTION () Feature Film () Television () Commercial () Infomercial () Music Video
() Corporate/Industrial () Still Photography () Music Video () Student Project () Independent Film
() Other: _____

PRODUCTION TITLE: _____

GENERAL DESCRIPTION OF THE PRODUCTION: _____

() Special Effects/Pyrotechnics () Animals/Types _____

() Airplanes/Helicopters/Boats () Stunts

INSURANCE A copy of the certificate of insurance in the amount of \$1,000,000 must be submitted to the Film Office for the application to be processed. **Certificate Holder should be: Polk County, a political subdivision of the State of Florida, 330 West Church Street, Bartow, FL 33830.** Please note: Private property owners may have additional insurance requirements.



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LOCATIONS (Please submit additional locations in an attachment, including maps if available. Parking fees may apply.)

<u>Production Location + Brief Schedule</u>	<u>Dates & Times (Including Rain Dates + Times)</u>

ADDITIONAL CITY/COUNTY ASSISTANCE

Off-duty police officer(s)* Street/Sidewalk Closing** Parking Fire Department

Other: _____

DESCRIPTION:

* An off-duty police officer is required for any type of closing at each end of the closure. Off-duty rates vary
**An additional request form is required when closing a street or sidewalk/walkway and must be approved by Polk County, or appropriate municipality. *See Road Closure Request Form on website*



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Special Effects: Check any applicable categories and include a detailed explanation of the activity.					
Stunts	Explosives	Firearms	Fireworks	Incendiary Devices	Other
Explain:					



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ECONOMIC IMPACT

Submitting the following information continues to make filming successful in Polk County. While we are required by the County to report general numbers, your specific information is kept confidential. Thank you for filming with us!

Arrival Date _____ Departure Date _____ TOTAL # Production Days _____

Please list below amount spent in Polk County:

Hotel/Property Name(s): _____

Date							
Rooms Booked							

Total # Rooms booked at Hotels/Apartments/Condos _____ \$ _____

Total Cast _____
Local Cast _____ \$ _____

Total Crew _____
Local Crew _____ \$ _____

Rental (Equipment/Studio/Stage/Vehicle) \$ _____

Location Fees (fees, police, security, etc.) \$ _____

Local Catering \$ _____

Post Production Services \$ _____

Miscellaneous (gas, utilities, cleaning services, etc.) \$ _____

Total amount spent within Polk County \$ _____

Approximate TOTAL project budget (overall) \$ _____

Florida Tax Exemption? Y N

The applicant shall assume all risk in the use of City/County property in the permitted operation and shall be solely responsible and answerable in damages for all accidents and injury to person or property and shall indemnify and keep harmless the City/County and its officers and employees from any and all claims, suits, losses, damages or injury to person or property.



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APPLICANT CERTIFICATION:

The applicant agrees to abide by the provisions of the City/County/State Codes pertaining to Motion Photography Production, as represented by this permit and any attachments. In addition, the applicant agrees to restore location production sites to the condition existing immediately prior to production. This permit is to be in possession of the production company at all times while on location and must be presented upon demand by any City/County/State authorized agent. The person whose signature appears below certifies that he/she is an authorized agent of the applicant and is duly authorized on the applicant's behalf to execute this application.

INDEMNIFICATION:

The applicant indemnifies and holds harmless the County, named as **Polk County, a political subdivision of the State of Florida**, its officers and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or resulting from the acts or omissions of applicant, its contractors, subcontractors, their employees, agents or servants, during the filming and all activities associated therewith for which this application is filed, including the use of any city owned property.

INSURANCE CERTIFICATE:

An Insurance Certificate additionally insuring **Polk County, a political subdivision of the State of Florida, 330 West Church Street, Bartow, FL 33830** as the Certificate Holder, in the amount of no less than \$1,000,000 or \$5,000,000 in the case of explosives/stunts, must be attached to this application.

APPLICANT SIGNATURE _____ DATE _____

NAME & TITLE (PRINT) _____

AUTHORIZATION FOR PERMIT APPROVAL: FOR FILM OFFICE ONLY

POLICE/SHERIFF'S DEPT _____ DATE _____

FIRE DEPT _____ DATE _____

RISK MANAGEMENT _____ DATE _____

ROAD & DRAINAGE _____ DATE _____
(For Road Closures)

PARKS/RECREATION DEPT _____ DATE _____

CODE ENFORCEMENT _____ DATE _____

Signature/Film Commissioner/Coordinator

Approved/Date



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REQUIRED DOCUMENTS TO BE INCLUDED WITH THE PERMIT APPLICATION

Neighborhood Letter (if applicable)

If filming at a residence, please attach a letter to be distributed to surrounding neighbors within a 500 ft. circumference on the immediate left, right, front and back.

Business Letter (if applicable)

If filming at a business, please attach a letter that you will distribute to surrounding businesses within a 500 ft. circumference, as well as signed consent from businesses on the immediate left, right, front and back.

Map

If filming at a residence/business where you will be parking your production/crew vehicles on the street, please include a map that indicates where vehicles will be parked.

Also, if filming at a park, please include a map that indicates where you will be filming on park property. Certain parks require a separate Film Permit and/or additional information.

Certificate of Insurance

All filming in Polk County requires applicants to produce a certificate of insurance in the amount of \$1,000,000. Certificate Holder should be: **Polk County, a political subdivision of the State of Florida, 330 West Church Street, Bartow, FL 33830**. Please note: Private property owners may have additional insurance requirements.