



Checklist – Film Permit

Please complete and submit the following to the City Manager's Office:

- Film Permit Application
- Film Location Detail Form(s)
 - Complete one form for each filming location
- Film Permit Billing Agreement
 - Daily Film Permit Fee (refer to production fee schedule)
 - Refundable Deposit (refer to production fee schedule)
- Filming Policies for the City of Medford
- Obtain/Show proof of City of Medford Business License
 - Business License Department: (541) 774-2025
- Reserve Park, if applicable. Additional fees may apply.
 - Contact Linda Johnson – Parks Dept: (541) 774-2691
- Film Notice Certification
- Map/diagram of scene set-up
 - Please highlight the general area notified
- Insurance Certificate
 - See minimum requirements in packet



CITY OF MEDFORD FILM PERMIT APPLICATION

ALL PERMIT REQUESTS MUST BE COMPLETED IN FULL.

Production Size	
<input type="checkbox"/>	Low Impact
<input type="checkbox"/>	Small Production
<input type="checkbox"/>	Mid-Major Production

PROJECT NAME: _____

Proposed Filming Dates	Number of Locations
Production Company	Contact Name
Permanent Company Address	Phone
	Fax
Local Production Address	Contact Name
Producer	Phone
Production Manager	Phone
Location Manager	Phone
Asst. Location Manager	Phone

Brief Description of project

Location List (submit Location Detail/Map for each location listed)	Dates
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

The undersigned hereby certify that I/we are the authorized representative(s) of the above organization, that the above statements are true to the best of my knowledge and I/we agree on the behalf of our group to assume liability at all costs for any misuse or damage to public property, to be bound to the policies and regulations of the City of Medford, and to adhere to any additional requirements imposed by the City of Medford. I further understand that if any information on this permit request is found to be fraudulent or a misrepresentation of the facts, this permit may be revoked. I/we agree to include the City of Medford in all production credits.

Printed Name and Signature of Authorized Representative _____
Date

Department Approvals		Film Permit Fee	Paid	City of Medford Approval
Police _____	YES NO			<p>_____</p> <p style="text-align: center;">Name/Title Date</p> <hr/> <p style="text-align: center;">City Manager Date</p>
PW Eng _____	<input type="checkbox"/> <input type="checkbox"/>	Deposit Required		
PW Ops _____	<input type="checkbox"/> <input type="checkbox"/>			
Fire _____	<input type="checkbox"/> <input type="checkbox"/>	Business License #		
Parks _____	<input type="checkbox"/> <input type="checkbox"/>			



CITY OF MEDFORD FILM PERMIT APPLICATION LOCATION DETAIL

Production Size	
<input type="checkbox"/>	Low Impact
<input type="checkbox"/>	Small Production
<input type="checkbox"/>	Mid-Major Production

PROJECT NAME: _____

Location Address	Date(s)	Time(s)
Location Contact Name/Phone		

Personnel & Equipment (indicate number of each) Crew _____ Crew Vehicles _____ Cranes _____ Cast _____ Motor Homes _____ Generator _____ Extras _____ Semi Trucks _____ Lights _____ Other: _____	Catering Services Company _____ Contact Name/Phone _____ Location of activity _____
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Description of filming at this location

Services Anticipated ___ Street Closure (submit map detailing request) ___ Sidewalk Closure (submit map detailing request) ___ On-street Parking (submit map detailing request) ___ Traffic Control (submit map detailing request) ___ Temporary Structure - (submit detailed drawing) ___ Police Services - _____ ___ Amplification - Type: _____ ___ Public Buildings - Location: _____ ___ Other (describe below) _____	Notification to all properties within 200 feet of the above location is the responsibility of the applicant. Permit may be revoked for failure to provide adequate notification. Upon issuance of approval for amplification, it is understood that if any complaints are received by the Police Department, you will be notified and requested to either turn the volume of the amplification down or discontinue its use. _____ Applicant Signature/Date
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Department Approvals Police _____ PW Eng _____ PW Ops _____	<table style="border: none;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	Fire _____ Parks _____	<table style="border: none;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
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CITY OF MEDFORD FILM PERMIT BILLING AGREEMENT

PROJECT NAME: _____

PRODUCTION COMPANY NAME: _____

AUTHORIZED AGENT: _____

BUSINESS LICENSE #: _____ **DEPOSIT:** _____

The company named above agrees to pay all costs for required permits and film coordination services provided by the City of Medford as described in the Film Permit Application and Administrative Regulation.

In addition, the company named above agrees to pay a deposit, refundable upon final inspection of the film location(s) and verification that all obligations to the City incurred as a result of this activity are satisfied. The company agrees that the City Staff time and materials required to restore the location to its previous condition will be deducted from the deposit. The company further agrees to pay the City of Medford for restoration costs in excess of the deposit amount. In addition, the company named above agrees to secure and maintain in full force and effect during the full term of the permit, comprehensive general liability insurance.

The permittee shall indemnify and hold harmless the City, its officers, elected officials, agents, employees and volunteers, from and against any and all claims, actions, suits, proceedings, costs, expenses (including reasonable attorney's fees), damages, and liabilities claimed by any person, organization, association, or otherwise arising out of or relating to any act or omission of the permittee, its agents, contractors or employees under this Agreement. Such indemnification shall not be effective to the extent that the damage or injury results from the sole negligence of the City.

Failure of the Company to comply with the terms of the City's permit as described may result in revocation of the permit and the inability to obtain future permits.

Signature of Authorized Agent

Date

City of Medford

Date



Filming Policies

Do I need a Film Permit? Unless you are filming in a licensed film studio, a valid Film Permit issued by the City Manager's Office is required for all shoots on public and private property. Even if the location is a private residence or business, a Film Permit is required. When filming in a park, additional permits, reservations and fees may apply.

Complete the Film Permit Application Packet, which can be found on the City of Medford website: www.ci.medford.or.us. Once all items on the *Film Permit Checklist* are completed, email full packet to the City Manager's Office: citymanager@cityofmedford.org. Please allow 7-10 business days for processing.

Insurance: Applicant must maintain the following minimum insurance:

- (1) Commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The following minimum limits are required: General Aggregate- \$1,000,000, Products/Completed Operations Aggregate-\$1,000,000, Personal & Advertising Injury Aggregate-\$1,000,000, Each Occurrence-\$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be named an additional Insured.
- (2) Commercial automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired autos. The combined single limit for bodily injury and property damage shall be not less than \$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be named an additional Insured.
- (3) Statutory workers compensation and employers liability insurance as required by State law.
- (4) Professional liability insurance. The limit of liability shall be not less than \$500,000.

Filming Hours: Normal hours for filming are from **7:00 a.m. to 6:00 p.m.** Written requests for filming outside of normal hours must be reviewed and approved by the City Manager.

Notification: Applicant is required to notify all addresses within 200 feet of the location(s) and will be liable for any issues due to failure to notify. Written notification to individual addresses is acceptable. **Please complete and submit *Film Notice Certification*, included in packet.**

Posting/Parking: All vehicles and equipment associated with filming must park in posted spaces only. **Applicant is responsible for posting and removing all City-approved "No Parking/Tow Away" signs.** Signs must be posted 48 hours prior to start of production in residential areas and 24 hours prior to start of production in commercial areas.

Credits: Applicant is required to include "City of Medford" in production credits.

Signed _____ **Date:** _____



Film Notice Certification

I, _____, do hereby certify that I am the authorized film production representative of _____ and I have notified all property owners, residents and businesses abutting our film production location(s) and/or street closure(s), as required by the City of Medford, (see attached map).

Signed _____ Date _____

Film Name _____ Filming Date(s) _____

**City of Medford
Film Permit/Production Fees**

Low impact, Independent Productions: No exclusive use of streets No generator 10 or less crewmembers No special effects No closure of pedestrian areas No filming of moving vehicles	\$25 per day of filming \$200 Refundable Deposit
Small Production: Up to 20 cast/crew members Up to 3 working vehicles (no larger than 5 ton)	\$50 per day of filming \$500 Refundable Deposit
Mid sized to Major Production:	\$100 per day of filming \$1,000 Refundable Deposit

Additional costs will be assessed for exclusive use of city property/facilities.