



# Application for Film Shoot

Bureau of Communications • Office of Special Events • 30 Church St., 202A • Rochester, NY 14614-1287  
585-428-6690 • fax: 585-428-7991

**APPLICATION FEE IS \$70**

Film Title: \_\_\_\_\_

Filming Dates: \_\_\_\_\_ to \_\_\_\_\_ Time of event: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Set up date: \_\_\_\_\_ Set up time: \_\_\_\_\_ AM/PM Break down date: \_\_\_\_\_ time: \_\_\_\_\_ AM/PM

Production Company's Name: \_\_\_\_\_

Production Company's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*A Certificate of Liability Insurance with a minimum of one million dollars naming the City of Rochester as additional insured may be needed before the permit can be issued. The Certificate must have the wording "City of Rochester, 30 Church Street, Rochester N.Y. as an additional insured". The Certificate must also have the address of the site you are using, name and date of the event.*

**Type of Filming (check all that apply):**

Feature Film \_\_\_\_\_ TV Movie \_\_\_\_\_ TV Series \_\_\_\_\_ Commercial \_\_\_\_\_ Other (explain) \_\_\_\_\_

Number in Cast: \_\_\_\_\_ Number in Crew: \_\_\_\_\_ Number of Extras: \_\_\_\_\_

Props used: \_\_\_\_\_

Describe scene: \_\_\_\_\_

Parking Requirements: (please give meter numbers/pay station numbers if applicable) \_\_\_\_\_

Catering (include any vehicle parking): \_\_\_\_\_

Filming Location: \_\_\_\_\_

**STREET CLOSURES** \*Police Officers are required for all street closures. Also, meter/pay station fees may apply if meters/pay stations are located on the street that is being closed.

The City will ultimately decide if streets are closed for special events. The City will assist in determining the notification requirements that the applicant must make for the closure based upon event size, impact/reach, duration, event history, etc.

Street Name	From....	To....

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

Receipt #: \_\_\_\_\_

Intermittent Traffic Control (ITC) and/or Pedestrian Traffic Control (PTC) Requested? If yes where (please be as specific as possible)\*: \*Intermittent traffic control (ITC) may only be done in 2 – 3 minute intervals.

Police Officers: # needed: \_\_\_\_\_ Hours needed: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Special Equipment Used (generators, condors, etc.): \_\_\_\_\_

Special Effects (stunts, animals, gunfire, noise, etc.): \_\_\_\_\_

Special Requests (barricades, alteration to City property, etc.): \_\_\_\_\_

Moving to another location upon completion? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, list location: \_\_\_\_\_

Additional information (include any prep and wrap activities, times, parking): \_\_\_\_\_

**The Applicant:**

1. Is the event's responsible person and be available on site for entire event.
2. Will perform all required maintenance and clean-up of entire site during and after event.
3. Is responsible for payment for costs related to event and any damages to area or equipment.
4. Must possess permit during event.
5. Is responsible for all the activities permitted hereunder which must be operated in conformity with all applicable laws and regulations including, but not limited to, all safety and health laws as may apply. Participants are to obey all traffic control devices and/or police commands.
6. Is responsible for security to protect the internal operations of said activities.
7. Must not advertise the event until approval to do so from the City of Rochester/Bureau of Communications.

The Special Event Permit is not transferrable.

**The City :**

1. Reserves the right to determine to whom permits are issued.
2. Reserves the right to determine if, and when, streets will be closed for an event.
3. Can cancel the permit if the permittee is in violation of the terms and conditions of permit.
4. Is NOT responsible for any sums of money expended by applicant in anticipation of the planned activity.

Applicant hereby agrees to indemnify and hold harmless the City of Rochester, its officers and employees from any and all claims of damage to persons or property that may result from the activities permitted hereunder. The permittee shall, if requested, furnish Corporate surety or proof of insurance for such indemnity and in such amount as may be deemed requisite.

State of New York  
County of Monroe ss:  
City of Rochester

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the true named applicant, or representative of said applicant, that the statements in said application are true, and that I have read and understand the rules and regulations.

Signature of Applicant: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Expires: \_\_\_\_\_

Commissioner of Deeds/ Notary Public