



city of greenville

Filming Permit Application – Form 18 D

Applicant Information

Name of Project Representative: _____

Project Name: _____

Production Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell: _____

Email: _____

Pricing

Commercial Filming (CF) \$100 - 72 Hour Notification

Commercial Filming Special Event Permit (CFSEP) \$100 - 15 Day Notification

Filming sessions cannot be booked more than one month in advance and are subject to change with advanced notification. Reservation is for the date and located specified and will be posted prior to your filming session. Refunds will not be given. In the event that your session is cancelled due to weather, you must call the Special Events Department at 864-467-4485 between 8:00 a.m. and 5:00 p.m. the next business day. For Portrait Shoots in Falls Park or Cleveland Park, please call the Recreation Department 864-467-4355 between 8:00 a.m. and 5:00 p.m.

Hours of Activity (Please include set up and break down time)

Film Date: _____ Start Time: _____ End Time: _____

Type of Activity (Check one)

Public Service Announcement

Feature Film

Television Program

Commercial

Music Video

Other _____

Size of crew: 0-5 5-10 10+

Number of production vehicles: 0 1 2

Requested Location: _____

Road Closures (please complete Special Event Application Form A)

Access for vehicles on event site



Insurance Requirements

Applicants for a Commercial Filming Special Event Permit are required to submit a “Certificate of Insurance” in the amount of \$1,000,000 worth of general liability and \$1,000,000 worth of insurance aggregate coverage that names the City of Greenville as additional insured for the date of the filming. The City of Greenville does not sell insurance. However, this type of insurance policy can be acquired from most types of private insurance carriers. *Your permit will not be issued if the insurance certificate has not been received.*

Release and Hold Harmless Clause

The undersigned hereby makes application to the City of Greenville for the use of a Greenville park or public space and certifies that the information given in this application is correct. The undersigned further states the he/she has the authority to make this application for the applicant or organization and agrees that the Applicant has received, reviews, understands, and will observe the City’s policies and procedures. The applicant agrees to exercise the utmost care in the use of the City’s property; the applicant further agrees to reimburse the City of Greenville for any damage arising from the applicant’s use of the property.

The applicant hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, including death, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of applicant's operation. Applicant hereby expressly releases City from any claims for damages and/or injuries, including death, and agrees to defend and save the City harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries, including death, directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents and employees.

My signature below acknowledges that I have read and understand the above terms and conditions.

Applicant Signature _____

Date _____



Definition of Commercial Photography Permits

1. **Commercial Filming (CF) Permit - The fee will be \$100 per permit application. This permit requires a minimum of 72 hours notification by telephone.**
 - a. The CF permit applies to a professional photographer with staff, model and/or product(s).
 - b. The CF permit requires setup and teardown time, the reservation of a specific site on public property and City staff time to facilitate the filming.
 - c. CF permits will only be given on weekdays. Weekends and holidays are reserved primarily for park users, events and weddings.
 - d. A CF permit will be issued for four hours or less, including setup and teardown time.
 - e. A CF permit does not give the permit holder the right to make an area of the park exclusive for their use only. The permit holder should be aware that other park users will be walking by and through major areas of the park and may cause minor interruptions. Appropriate signage asking park users not to interfere with the CF can be posted. Roads, sidewalks or trails cannot be blocked before or during any CF. Major interruptions by park users will be handled by the park staff.

If additional time or staff assistance is needed, a Special Event Permit Commercial Filming Permit is required (see below).

2. **Commercial Filming Special Event Permit (CFSEP): The fee will be \$100 per permit application. This permit requires a minimum of 15 days to process the application.**
 - a. The CFSEP permit applies to a professional photographer with staff, model and/or product(s).
 - b. The CFSEP permit involves extensive equipment setup, the reservation of a specific site on public property, restriction of public sidewalk or roadway and/or City staff time to facilitate filming.
 - c. A CFSEP permit may be permitted during weekdays, weekends and holidays per approval from the City Manager.
 - d. A CFSEP permit may be issued for any length of time. Additional city services required will be charged to the permit holder (ex: City Police, park staff).

For Office Use Only:

Office Rep Signature _____

Approved _____ Denied _____ Date _____

RECEIPT# _____ AMOUNT: _____ TAKEN BY: _____ DATE: _____

PAYMENT TYPE (CHECK ONE)

MASTERCARD VISA CHECK MONEY ORDER CASH

CREDIT CARD/CHECK#: _____ EXP. DATE: _____ 3CODE: _____