

# FILM PRODUCTION PERMIT APPLICATION

Return Application To:



Resort Management and Special Events Office  
2101 Parks Avenue, Suite 502  
Virginia Beach, VA 23451  
ph: 757-437-4800  
fx: 757-422-3666

OFFICE USE ONLY	
Permit #	_____
Fee Paid	_____
Ins Received	_____
Data Entry	_____
Other	_____

NON-REFUNDABLE PROCESSING FEE: \$ 75.00

MAKE CHECKS PAYABLE TO: Virginia Beach City Treasurer

**Filing Time:** A minimum of two weeks is generally required to process a film production permit. Exceptions to processing procedures should be submitted to the Special Events and Film Office and will be reviewed on a case by case basis.

All questions must be fully answered and the application must be signed. **INCOMPLETE APPLICATIONS WILL BE RETURNED.** Please type or print the information clearly. Additional sheets may be attached as needed.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

LOCAL ADDRESS (production office or hotel): \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

REPRESENTATIVE AND TITLE (list two contacts):

TELEPHONE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

TYPE OF PRODUCTION:

- |   |  |
|---|--|
| <input type="checkbox"/> Feature Film           | <input type="checkbox"/> Documentary/Educational |
| <input type="checkbox"/> T.V. Series/Movie/Plot | <input type="checkbox"/> Corporate/Industrial    |
| <input type="checkbox"/> T.V. Commercial        | <input type="checkbox"/> Video (specify) _____   |
| <input type="checkbox"/> Print (Still)          | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Student Project        |  |

TITLE OF PROJECT/NAME OF PRODUCT: \_\_\_\_\_

DATES OF FILMING: Start \_\_\_\_\_ End \_\_\_\_\_

**PRODUCER:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_  
**DIRECTOR:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_  
**PRODUCTION MANAGER:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_  
**LOCATION MANAGER:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**NAME TALENT(S):** \_\_\_\_\_  
**NUMBER IN CAST:** \_\_\_\_\_ **NUMBER IN CREW:** \_\_\_\_\_

**WILL YOU REQUIRE HOUSING ASSISTANCE?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**CITY SERVICES REQUESTED:**

- |   |   |
|---|---|
| <input type="checkbox"/> Traffic and Highways     | <input type="checkbox"/> Fire               |
| <input type="checkbox"/> Police                   | <input type="checkbox"/> Electrical         |
| <input type="checkbox"/> Transportation           | <input type="checkbox"/> Parks & Recreation |
| <input type="checkbox"/> Emergency Medical        |   |
| <input type="checkbox"/> Public Beach Maintenance |   |

**Description of Services Requested:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TYPE VEHICLES AND TRUCKS USED FOR PRODUCTION:**

**TYPE and NUMBER OF VEHICLES (Please check):** Indicate size or length of each (5 tons, 10 ton, step-van, 35 ft, etc.) Use separate sheet, if necessary.

- |   |  |
|---|--|
| <input type="checkbox"/> Camera Truck   | <input type="checkbox"/> Honeywagon    |
| <input type="checkbox"/> Production Van | <input type="checkbox"/> Caterer       |
| <input type="checkbox"/> Grip/Electric  | <input type="checkbox"/> Motor Home    |
| <input type="checkbox"/> Generator      | <input type="checkbox"/> Maxi Van      |
| <input type="checkbox"/> Effects        | <input type="checkbox"/> Station Wagon |
| <input type="checkbox"/> Wardrobe       | <input type="checkbox"/> Other         |

**Where will vehicles be parked during shooting schedules?** \_\_\_\_\_  
 \_\_\_\_\_

**FILMING LOCATIONS:**

- |  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> Residential       | <input type="checkbox"/> Beaches |
| <input type="checkbox"/> Public Buildings  | <input type="checkbox"/> Schools |
| <input type="checkbox"/> Commercial        | <input type="checkbox"/> Parks   |
| <input type="checkbox"/> Military Property | <input type="checkbox"/> Other   |

**Please specify requested locations:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LOCATIONS**

Location	Date	Time	Equipment, personnel and/or special condition(s)*
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**Please describe all stunts, chase scenes, special effects, etc. by location, date, time. (Use separate sheet if necessary.)**

\* Include any information, but not limited to, cranes, wetting down street, smoke pots/special effects, meters or signs removed, street lights controlled, alternative parking for residents, parking or driving lanes coned off, scaffolding, platforms etc., dolly track, parking lots leased for residents use.

Will filming require obstruction of any streets, sidewalks or other public places?  yes  no. If so, please attach a diagram and description of the location of each obstruction with the dates and times.

Will there be Hazardous Conditions?  Yes  No If yes, please describe: \_\_\_\_\_

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**LICENSE AGREEMENT**

The parties to this Agreement are the Licensor (City of Virginia Beach) and Licensee (\_\_\_\_\_).

In consideration of Licensee's promise herein, Licensor hereby gives permission to Licensee to use Licensor's property described as follows (refer to the shooting schedule provided by Licensor) for approximately \_\_\_\_\_ days. Filming is estimated to begin on \_\_\_\_\_ and end on \_\_\_\_\_.

Licensee promises to comply with and abide by the following:

1. This permission is given to Licensee as an accommodation.
2. Licensee agrees to indemnify, save, defend, and hold harmless the Licensor, its officers, agents and employees from and against any and all claims, demands, causes of action, complaints, suits, losses, damage, costs (including, without limitation, court costs, attorneys' fees and related expenses), injuries and/or liabilities of every kind and nature in any manner arising or resulting from the activities and operations to be performed by Licensee pursuant to this Agreement.
3. Licensee shall obtain commercial general liability and automobile liability insurance, each at minimum limits of \$1,000,000 per occurrence, and shall maintain Workers' Compensation and Employers' Liability insurance at Virginia statutory limits. Depending on Licensee's intended use of public rights-of-way, certain other insurance and/or bonds may be required. Such insurance and/or bonds shall be kept in force throughout the life of this Agreement. All policies will contain an endorsement providing that written notice be given to the Licensor at least ten (10) calendar days prior to cancellation or reduction in coverage. The commercial general liability insurance policy shall be endorsed to name the Licensor as an additional insured. **SUCH CERTIFICATES OF INSURANCE AND/OR BONDS SHALL BE FILED WITH LICENSOR PRIOR TO COMMENCEMENT OF ANY ACTIVITY UNDER THIS AGREEMENT.**
4. In the event Licensee causes damage to city property, the Licensee shall promptly make and pay for the necessary repairs. At the discretion of the Licensor, if repairs are not initiated and completed within a reasonable length of time, the Licensor shall make the repairs and bill the Licensee for all costs plus a 10% administrative fee. Licensee agrees to pay such a bill within ten (10) days of receipt thereof.
5. The Virginia Beach Police Department shall determine the number and kinds of public safety personnel necessary for the protection of the general public at Licensee's locations within the City. The costs of required services in excess of those normally provided by the City shall be the responsibility of the Licensee.

6. Licensee shall abide by all existing laws of the United States Government, the State of Virginia and the City of Virginia Beach.

7. Licensor agrees that all rights of any kind in and to all photographs, and/or sound/film recordings made by Licensee on or about film location(s) shall be and remain vested in Licensee and its affiliates such that these recordings may be used in any medium throughout the world, with or without copyright, in perpetuity.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

CITY OF VIRGINIA BEACH (LICENSOR)

By \_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

Approved As To Form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

(LICENSEE)

By \_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Print Name of Authorized Agent

\_\_\_\_\_  
Title of Authorized Agent

\_\_\_\_\_  
Name of Film Company

\_\_\_\_\_  
Date Submitted

**\*8. Use of Proprietary and Trademark Products.** Under no circumstances whatsoever shall licensee be authorized to photograph, film, or utilize the seal of the City of Virginia Beach or its logos including any and all slogans. A violation of this provision shall subject licensee to legal action.

## LICENSE AGREEMENT

The licensee shall meet with the Permits Coordinator and the Risk Manager to review film arrangements in order to set insurance coverage limits between \$1,000,000 and \$5,000,000. Depending on the intended use of city property, certain other insurance and/or bonds may be required.

The licensee shall complete the attached **LICENSE AGREEMENT** and it shall be signed by an **Authorized Agent** of the film company.

The executed **LICENSE AGREEMENT** and **CERTIFICATE(S) OF INSURANCE** with the City of Virginia Beach named as certificate holder, shall be delivered to the Special Events and Film Office.

The Permits Coordinator shall recommend approval of the **LICENSE AGREEMENT** if the **AGREEMENT** is in order. The licensee shall be notified of this decision within 24 hours of such approval and the executed **LICENSE AGREEMENT** shall be to mailed or picked up by the licensee within 72 hours of this decision.

The licensee shall submit, in writing, any proposed changes to the **LICENSE AGREEMENT** at least 48 hours prior to the effective date and time of the proposed change(s) to the Special Events and Film Office for review and approval.

### **PLEASE ATTACH**

1. A copy of the script or lyrics.
2. A complete shooting schedule including date(s), time(s), location(s) and brief descriptions of scenes.
3. Copy of written permission for location site(s) on private property.
4. License Agreement

### **ADDITIONAL INFORMATION**

I/We certify that all the information in this application, or attached to it, is complete, true and accurate. I/We understand that any misrepresentation in this application or deviation from the final agreed upon method of operation described herein may result in immediate revocation of the permit.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_