



## **APPLICATION FOR PERMIT TO FILM**

### **Longboat Key, Florida**

Please allow a minimum of five (5) working days after the receipt of your completed application and insurance to obtain approval to film if your shoot has no special requirements. Allow a minimum of ten (10) working days if there are pyrotechnics, stunts, street closures or traffic control.

**Date:** \_\_\_\_\_

#### **APPLICANT INFORMATION**

**Name of Applicant:** \_\_\_\_\_

**Company/Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

#### **FILM / PROJECT INFORMATION**

**Name/Nature of Project:** \_\_\_\_\_

**Producer:** \_\_\_\_\_ **Director:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Date(s) of Filming:** \_\_\_\_\_ **Rain Date(s):** \_\_\_\_\_

**Total Days of Filming:** \_\_\_\_\_ **Times of Shoot:** \_\_\_\_\_

**Exact Locations:** \_\_\_\_\_

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Description of scenes to be filmed: \_\_\_\_\_  
\_\_\_\_\_

Distribution of Film: \_\_\_\_\_  
\_\_\_\_\_

Number of Crew: \_\_\_\_\_ Estimated Budget: \_\_\_\_\_ Film Rating: \_\_\_\_\_

**Special Requirements: (if any)**

**Type of Project:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Area to be closed or barricaded | <input type="checkbox"/> Commercial video | <input type="checkbox"/> Movie             |
| <input type="checkbox"/> Traffic control                 | <input type="checkbox"/> Documentary      | <input type="checkbox"/> Music video       |
| <input type="checkbox"/> Structures/tents to be erected  | <input type="checkbox"/> TV feature       | <input type="checkbox"/> TV series         |
| Please indicate size of structure/tent: _____            |   | <input type="checkbox"/> Still Photography |

\_\_\_\_\_ Other: \_\_\_\_\_

Sanitary facilities (trash, comfort stations, etc.): \_\_\_\_\_

Parking arrangements: \_\_\_\_\_

Security personnel: \_\_\_\_\_

Firearms, pyrotechnics, special effects:  
\_\_\_\_\_  
\_\_\_\_\_

Will special signage be required?  Yes  No If yes, type of sign and proposed location:  
\_\_\_\_\_

**INSURANCE & FEE REQUIREMENTS**

**Insurance Requirements:**

Premises and event liability insurance is required by and must name the municipality where the applicant is filming. Insurance coverage and insurance carriers must be acceptable to the Longboat Key Finance Department, Purchasing Division. An original certificate must be on file, in the film office, prior to filming. The minimum levels required are:

<i>Bodily Injury Liability (per occurrence)</i>	<i>\$1,000,000</i>
<i>Property damage (per occurrence)</i>	<i>\$1,000,000</i>

**Fee Structure:**

Fees are \$100 a day for each day or fraction thereof for the first five days, and \$150 per day or fraction thereof from the sixth day through the tenth day, and \$500 per day or fraction thereof from the eleventh day to the end of the production. Once an application has been approved, a check made payable to the Town of Longboat Key for the proper amount must be received prior to commencement of filming.

**Please note provisions of Town Code Chapter 113.13 (attached) regarding recovery of cost for services that may be in addition to permit fees.**

\_\_\_\_\_  
Signature of Applicant/Authorized Rep

\_\_\_\_\_  
Title

Company: \_\_\_\_\_

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

\* \* \* \* \*

**Please return completed application and original certificate of insurance to:**

Town of Longboat Key  
Attn: Alaina Ray  
Planning, Zoning, and Building Director  
501 Bay Isles Road  
Longboat Key, FL 34228  
941-316-1966 Phone  
941-316-1970 Fax

**Thank you for choosing Longboat Key as your filming location.**

\* \* \* \* \*

**Permission to Film:**

Application reviewed, deemed complete and approved by:

\_\_\_\_\_  
Date: \_\_\_\_\_  
Planning, Zoning, and Building Director