



614 Main St. Windermere, FL 34786  
 Office: (407) 876-2563 Fax: (407) 876-0103

## FILM PERMIT

**\*\*As of January 2021, all permit applications must be submitted a minimum of 14 days in advance of shoot date. Applications received less than 14 days in advance will be automatically denied.**

**\*\*\*As of January 2021, the \$100 permit fee must be paid before the permit will be processed.**

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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

PRIMARY PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

REPRESENTATIVE & TITLE: \_\_\_\_\_

ON-SITE PRODUCTION COORDINATOR: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

FEATURE FILM \_\_\_\_\_ INDEPENDENT FILM \_\_\_\_\_ TV SERIES \_\_\_\_\_ TV PILOT \_\_\_\_\_  
 COMMERCIAL \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_ STUDENT FILM \_\_\_\_\_ PSA \_\_\_\_\_  
 INFOMERCIAL \_\_\_\_\_ DOCUMENTARY \_\_\_\_\_ OTHER \_\_\_\_\_

**\*IF THERE IS NOT ENOUGH SPACE BELOW, ATTACH A SEPARATE SHEET OF PAPER WITH THE REQUIRED INFORMATION\***

PRODUCTION LOCATION	DATE & TIME / RAIN DATE & TIME



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**PRODUCTION SCHEDULE** – INCLUDE ALL RELEVANT INFORMATION SUCH AS PRODUCTION ACTIVITY, NUMBER OF CAST/CREW INVOLVED, NUMBER OF PRODUCTION VEHICLES AT LOCATION, ANY TEMP. STRUCTURES, ETC.

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**WRITTEN SUMMARY** – EXPLANATION OF THE PORTION OF THE PRODUCTION TO BE SHOT WITHIN THE TOWN OF WINDERMERE

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**TOWN SERVICES** – DESCRIBE ANY ADDITIONAL PERSONNEL, FACILITIES, OR PROPERTY ASSISTANCE NEEDED. EX: POLICE ESCORT, RESTROOM USE, EXTENDED HOURS, ETC.

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**SPECIAL EFFECTS** – CHECK ANY APPLICABLE CATEGORIES & INCLUDE AN EXPLANATION

STUNTS	EXPLOSIVES	FIREARMS	FIREWORKS	INCENDIARY DEVICES	OTHER
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**PYROTECHNICIAN / STUNT COORDINATOR**

NAME: \_\_\_\_\_  
 QUALIFICATIONS: \_\_\_\_\_  
 FED / STATE LICENSE: \_\_\_\_\_



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**EXPLAIN**

**TRAFFIC CONTROL** – DESCRIBE ALL TRAFFIC CONTROL & PARKING ARRANGEMENTS NECESSARY. WHEN REQUESTING PARKING, ROAD CLOSURES, OR INTERMITTENT TRAFFIC CONTROL, A MAP OF THE IMPACTED AREA MUST BE INCLUDED.

## ADDITIONAL REQUIREMENTS

### PLEASE PROVIDE THE FOLLOWING ALONG WITH YOUR PERMIT APPLICATION:

1. Certificate to the film commission that all affected private property owners and tenants have been notified of the filming and that arrangements have been made to cause the least amount of disruption as possible for the property owners and tenants.
2. Written consent of any private property owners of any property where equipment, cast, or crew will enter on said private property.
3. Certificate that the film shall not be a pornographic film. Pornographic for the purpose of this article shall mean film or tape of activities of one or more of the following:
  - a. Acts of human masturbation, actual sexual intercourse, sodomy, bestiality, and in the graphically sexual context of the following: Masochism, sadism, or sadomasochism;
  - b. Depiction of human genitals in a state of sexual stimulation or arousal.

### APPLICANT'S CERTIFICATION

The applicant agrees to abide by the provisions of the Town Codes pertaining to Motion Photography Production, as represented by this permit and any attachments. In addition, the applicant agrees to restore location production sites to the condition existing immediately prior to production. This permit is to be in possession of the production company at all times while on location and must be presented upon demand by any Town authorized agent. The person whose signature appears below certifies he/she is an authorized agent of the applicant and is duly authorized on the applicant's behalf to execute this application.

### INDEMNIFICATION

The applicant indemnifies and holds harmless the Town, named as \_\_\_\_\_, its officers and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or resulting from the acts or omissions of applicant, its contractors, subcontractors, their employees, agents or servants, during the filming and all activities associated therewith for which the application is filed.



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**INSURANCE CERTIFICATE**

An Insurance Certificate additionally insuring \_\_\_\_\_ as the Certificate Holder, in the amount of no less than \$1,000,000 or \$5,000,000 in the case of explosives/stunts, must be attached to this application.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_

Sworn and subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

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**AUTHORIZATION FOR PERMIT APPROVAL**

POLICE: \_\_\_\_\_ DATE: \_\_\_\_\_

FIRE DEPT.: \_\_\_\_\_ DATE: \_\_\_\_\_

RISK MANAGEMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

MAINTENANCE DEPT.: \_\_\_\_\_ DATE: \_\_\_\_\_

TOWN MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

**FP # \_\_\_\_\_ ISSUED BY EMPLOYEE / DATE: \_\_\_\_\_ \$100 PERMIT FEE: \_\_\_\_\_**

**\$50/HOUR TOWN EXTRAORDINARY SERVICES FEE (IF APPLICABLE): \_\_\_\_\_**