



# Motion Picture/Television/Still Photography Permit Application

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

Production Title: \_\_\_\_\_

Fed/State Employer ID \_\_\_\_\_

Production Type \_\_\_\_\_

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

Phone \_\_\_\_\_ Area Code \_\_\_\_\_ Fax \_\_\_\_\_ Area Code \_\_\_\_\_ Cell \_\_\_\_\_ Area Code \_\_\_\_\_

Event Date/Hours : \_\_\_\_\_  
(Including set-up and break-down time)

Proposed Activities: \_\_\_\_\_

Location Manager \_\_\_\_\_ Cell # \_\_\_\_\_  
Location: (Provide address and specific area on the property. For multiple locations attach additional page.)

Private Property Owner/Representative \_\_\_\_\_ Phone \_\_\_\_\_

Activity: (Provide a description of filming activity for each location).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Traffic Control/Activity in Public ROW: No \_\_\_\_\_ Yes \_\_\_\_\_ Attach Watch Traffic Control Plan if applicable

Prep, Strike, and Filming Schedule (Attach separately): Date(s) \_\_\_\_\_

Time(s) \_\_\_\_\_ Total Personnel (Audience Members, Cast, Crew, and Extras) \_\_\_\_\_

Vehicles/equipment (attach separately) \_\_\_\_\_

Pyrotechnics (Describe) \_\_\_\_\_

Technician \_\_\_\_\_ License # \_\_\_\_\_ FX # \_\_\_\_\_

Fire Permit # \_\_\_\_\_ Other \_\_\_\_\_

Insurance Company \_\_\_\_\_ Expiration Date \_\_\_\_\_

Phone # \_\_\_\_\_

**City Use Only**

**PMP #:** \_\_\_\_\_

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

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

Revised: 9-25-08

**Company Representative and/or Private Property Representative By acceptance of this permit, permittee agrees to all the aforesaid conditions, including any attachments to this form. Fees to be prepared by City staff.**

Permit Application Fee	\$ _____
City Staff: _____ hours @ \$ _____	\$ _____
Additional Costs _____	\$ _____
Application Change Fee	\$ _____
<b>Total Charges</b>	<b>\$ _____</b>

**Check payable to "City of Auburn Hills". APPLICATION FEE & STAFF TIME ARE NON-REFUNDABLE.**

<b>City Use Only Calculations and Stipulations</b>		Fee: _____ Date Received: _____
		Sent to: Bldg Dept: _____ Police Dept: _____ Fire Dept: _____
		Approvals: Bldg Dept: Y___ N___ Police Dept: Y___ N___ Fire Dept: Y___ N___
		Permit Approved by: _____ Date: _____



Please contact Laurie Johnson, Economic Development and Film Coordinator for the City of Auburn Hills  
 1827 N. Squirrel Road, Auburn Hills, MI 48326 / Phone: 248-249-4104  
 Home Page Address: <http://www.auburnhills.org>

- Fees:**
1. **Motion Picture/Television/Still Photography Permit Fee:** \$310.00 (due at submittal)
  2. **Pyrotech Permit:** Fee based on Fire Department permit (see attached)
  3. **Staff Costs:** Fee based on direct costs to the City for that employee/contracted staff required
  4. **Security Deposit:** May be requested under certain circumstances to ensure compliance of items

**CITY OF AUBURN HILLS  
HOLD HARMLESS AGREEMENT**

As required for approval of the \_\_\_\_\_,  
(Activity)

\_\_\_\_\_ herein after referred to as \_\_\_\_\_,  
(Name of Company) (Abbreviated Name Form)

agrees to indemnify, defend, and hold harmless the City of Auburn Hills, its officers, agents and employees from any liability, damages, expenses, attorney's fees, causes of action, suits, claims or judgments arising from injury to persons, including death or injury to property which arises out of the act, omission and/or negligence of \_\_\_\_\_ its agents, or employees in connection  
(Abbreviated Name Form)

with or arising out of the \_\_\_\_\_ provided that nothing herein shall require  
(Activity)

\_\_\_\_\_ to indemnify the City against and/or hold the City harmless  
(Abbreviated Name Form)

from claims, demands, or suits based solely upon the negligent conduct of the City, its agents, officers, and employees.

In the case of the aforementioned actions, omissions, and/or negligence by \_\_\_\_\_,  
(Abbreviated Name Form)

\_\_\_\_\_ shall appear and defend, and (retain attorneys) pay all charges of  
(Abbreviated Name Form)  
attorneys and shall be responsible for all expenses arising from or incurred in connection therewith, and if any judgment shall be rendered against the City, its officers, agents or employees, or against

\_\_\_\_\_, the \_\_\_\_\_ shall at its own expense satisfy  
(Abbreviated Name Form) (Abbreviated Name Form)  
and discharge same.

In addition, \_\_\_\_\_ agrees to furnish a certificate of insurance showing  
(Abbreviated Name Form)  
proof of insurance as required by the City of Auburn Hills.

Name of Organization

Witnesses

\_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_

**INSURANCE REQUIREMENTS**  
**CITY OF AUBURN HILLS, MICHIGAN**  
and/or  
**CITY OF AUBURN HILLS T.I.F.A., B.R.A., BUILDING AUTHORITY**

**1. Liability Insurance**

An ACORD certificate of insurance, or its equivalent, shall be furnished to the City of Auburn Hills at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 evidencing insurance in force for the duration of and applicable to this contract with an insurance company acceptable to the City of Auburn Hills with a minimum A.M. BEST rating of "A", and the following minimum requirements:

- a. General Liability (affording coverage not less than ISO Commercial General Liability coverage form):
  - I. Check mark indicating occurrence as opposed to claims made form
  - II. Limits of Liability:
    - \$2,000,000 each occurrence
    - \$4,000,000 general and products-completed operations aggregates
  - III. Personal Injury
    - \$2,000,000 aggregate
- b. Automobile Liability:
  - I. Check mark indicating coverage as to any automobile
  - II. Certificate must reflect Michigan "No Fault" PIP and PPI statutory coverages are also afforded
  - III. Limits of Liability: \$2,000,000 combined single limit
- c. Acceptable alternate limits are combinations of primary and excess or umbrella limits to equal not less than those shown in (a) and (b) above.
- d. Description section of ACORD form is to read: *It is understood and agreed that the following shall be additional insured: The City of Auburn Hills, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Building Authority, and their employees, representatives and volunteers. The coverage shall be primary to the additional insured and not contributing with any other insurance or similar protection available to the additional insured. This shall not apply to the contractor's required worker's compensation/employer's liability.*
- e. The Description of Operation section of the Certificate shall also name or describe the project and/or event for which coverage is provided.

**2. Owner's and Contractor's Protective Liability**

The Contractor shall procure and maintain during the life of the contract Owner's and Contractor's Protective Liability and Insurance in the name of the City of Auburn Hills, in an amount not less than \$2,000,000 per occurrence, and \$4,000,000 aggregate for injuries, including death, to persons and property damage including loss of use thereof. This insurance shall be in an insurance company acceptable to the City of Auburn Hills.

### **3. Workers Compensation**

The Contractor shall procure and maintain during the life of the contract, statutory Michigan Workers Compensation and Employers Liability Insurance for all employees employed at or in the vicinity of the Contractor's property, or any property used in connection with the Contractor's operation or in carrying out any work related to this contract.

Michigan Workers Compensation and Employers Liability Insurance shall be procured and maintained with the following limits of liability:

- \$100,000 E.L. each accident
- \$100,000 E.L. each disease – each employee
- \$500,000 E.L. Disease – Policy Limit

This insurance shall comply with all applicable rules and regulations of the State of Michigan, and shall be in an insurance company acceptable to the City of Auburn Hills.

### **4. Certificate of Insurance**

The Contractor agrees that he/she will file all required Certificates of Insurance satisfactory to the City of Auburn Hills with the City of Auburn Hills simultaneously with or prior to the execution of this contract indicating that the insurance required herein has been issued and is in full force and effect.

Further, the Contractor will provide updated certificates annually prior to the policies expiration dates, to indicate that the policies and conditions required hereunder are in full force and effect during the life of this contract.

It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage shall be mailed to:

City Clerk's Office  
City of Auburn Hills  
1827 North Squirrel Road  
Auburn Hills, MI 48326

### **5. Sub-Contractors Insurance Requirements**

If approval is granted by the City of Auburn Hills for Contractor to subcontract any or all of this contract to others, then prior to commencing the subcontract, the Contractor shall furnish certificates evidencing the same insurance for the City of Auburn Hills as required in Sections 1 through 4 of the requirements.

### **6. Requirement as Part of Contract**

These insurance requirements shall be expressly contained in and/or incorporated by reference into the contract executed between the contractor and the City.

### **7. Hold Harmless Agreement**

It is further required that all contractors providing services or performing duties for the City of Auburn Hills shall enter into a Hold Harmless Agreement with the City and all other entities as set forth in Section 1 (d), which agreement shall hold the City harmless from any and all claims incurred while the contractor is performing work, jobs, duties, etc. on the City's behalf.

**CITY OF AUBURN HILLS  
FIRE DEPARTMENT  
ADMINISTRATIVE GUIDELINE**

<b>SUBJECT:</b> Indoor/Outdoor Pyrotechnic Display Fee's and Procedures	<b>NUMBER:</b> # 407
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<b>EFFECTIVE DATE:</b> January 1, 2010	<b>REEVALUATION DATE:</b> January 1, 2011
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<b>AMENDS:</b> January 1, 2009	<b>DISTRIBUTION:</b> All Department Staff	<b>NUMBER OF PAGES:</b> 2
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**General**

1. All indoor and outdoor pyrotechnic displays shall be in compliance with NFPA #1126 and NFPA #1123 respectively.
2. The Pyrotechnic display company shall complete an application permit form and return the form to the Auburn Hills Fire Department a minimum of seven (7) days prior to the display.
3. The Pyrotechnic display company shall provide with the application, the following information:
  - a. A copy of liability insurance naming the City of Auburn Hills as a co-insured.
  - b. A copy of the operator's license to perform pyrotechnic displays.
  - c. A complete description of the proposed display including locations, types, and amounts of devices to be used.
  - d. A check in the amount of \$270.00 payable to the City of Auburn Hills. This fee will cover two pre event inspections. All subsequent inspections will be conducted at a rate of \$100.00 per hour.
4. A pre-show inspection of the proposed display shall be conducted by the Auburn Hills Fire Department. This inspection shall be scheduled at least two (2) days prior to the display.
5. Any device or portion of the display found not to be in compliance with NFPA #1126 or NFPA #1123, or deemed unsafe by the Auburn Hills Fire Department shall not be permitted.

6. All outdoor pyrotechnic displays require Fire Department apparatus and suppression crews onsite (NFPA Standards). A check in the amount of \$2,500.00 made payable to the City of Auburn Hills shall be received by this Department before the display permit will be issued.