



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: _____

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 (Town of Longboat Key, Florida) where the applicant is filming. Insurance coverage and insurance carriers must be acceptable to the Longboat Key Purchasing Division. An original certificate must be on file, in the film office, prior to filming. The minimum levels required are:

Bodily Injury Liability (per occurrence) \$1,000,000
Property damage (per occurrence) \$1,000,000

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: Allen Parsons
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