



# **Lights, Camera, Action, ...Berkley**



# **Film Permit Application Package**

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# City of Berkley

## WELCOME!

Thank you for bringing your film production project to the City of Berkley. We welcome the opportunity to serve you! This document provides important information and procedures for media and film production in the City of Berkley. It includes productions on city streets, sidewalks, public parking and other property owned by the City. We want to make your filming experience in Berkley so good that you'll want to come back for your next project.

## OVERVIEW

To begin the process, Production Companies (e.g., media, film producers including students) must complete and submit the application included in this package at least ten days before a production begins. The application is reviewed and approved by the appropriate City of Berkley departments, and final approval is granted by the City Manager's Office. When the application is approved, a permit is issued. Production Companies must have a permit before the first day of filming.

A permit is needed if production projects require:

- *Interruption of street or pedestrian traffic*
- *Use of a tri-pod or dolly on sidewalks or streets.*
- *Running wires or cables across or over sidewalks.*
- *Use of a generator on a sidewalk or street.*
- *Filming on public (City owned) property.*
- *Use of public parking facilities.*
- *Use or rental of City fixtures, equipment, decorations, etc.,*

Additional time may be needed to review an application if the project requires:

- *Traffic interrupted on a main street (i.e., Woodward, Coolidge, Twelve Mile Road)*
- *Filming during any festivals*
- *Filming during the holidays*

For more information, contact:

Darchelle Strickland Love, Assistant to the City Manager  
(248) 658-3350 [dslove@berkleymich.net](mailto:dslove@berkleymich.net)

## **FILMING IN BERKLEY**

### ***FILM PERMIT***

Most permits can be issued within 7 – 10 days after receipt of the required fee and deposit. Permits involving the coordination of multiple agencies or jurisdictions will require additional time. A permit can be issued within ten (10) business days depending on the type of production being filmed. Contact the City Manager's early in the planning process to advise us of your intent to film in Berkley.

The Film Permit Application must be approved by the City Manager or designee and a permit is issued. A copy of the Permit must be kept at the film site at all times. Additional copies must be available and, if necessary, given to the lead Public Safety or Code Enforcement Officer upon arrival at the site.

### ***PERMIT FEES***

The basic film permit fee is \$150; however addition charges may apply based on the complexity of the project and the need to coordinate with entities external to the City of Berkley. The basic film permit fee includes:

- Use of City property, including parks and City facilities (additional fees may apply based on individual request made for each project)
- Assistance from City departments including the Department of Public Safety and Public Works (additional overtime charges may apply)
- Installation and pick up of barricades and required directional signs
- Costs associated with processing the application and issuing the Film Permit.

The permit fee does not include the cost of:

- Public Safety personnel
- Water hook up and other utility costs
- Rental of City equipment and vehicles (including Fire Trucks, Police Cars and utility vehicles)
- Detour and no parking signs
- Trash disposal and pick-up

### ***DEPOSIT***

A refundable deposit of \$1,000 is required for each film/production project. This may cover all or some cost related to inspections required at the production site, damage to City equipment, materials or City facilities including (but not limited to), fire hydrants, traffic signals, broken sidewalks, parking strips or lawns.

The deposit will be fully refunded upon completion of the project in cases where there is no damage to City facilities or deployment of City staff, materials or equipment is not required. Cost incurred for inspections will be deducted from the deposit. An itemized listing of charges applied to the deposit will be provided when the refund is issued. Send a written request for a refund to the City Manager's Office when the production is completed.

The Responsible Party noted on the application will be held accountable for repairing damage to City facilities or property used in conjunction with a production. The City facility or property must be restored to its original state (free of trash and debris) upon completion of the project. If dumpsters or other special trash/debris collection is required, contact the Public Works Department (248-658-3490) to discuss your needs and make the appropriate arrangements. The City will inspect the film site(s) and verify that no additional charges are applicable.

Larger scale projects may require a deposit greater than \$1,000. There may also be cases where the deposit may be waived. Contact the City Manager’s office for details (248-658-3350).

**\*\* Deposit amount is dependent on the size of production.**

***INSURANCE COVERAGE***

Production entities must provide proof of insurance for project filmed in the City of Berkley. The following is required:

Comprehensive General Liability in the amount of \$1,000,000/occurrence (minimum) is required. The Excess Liability Umbrella- \$1,000,000/occurrence (minimum) – is also required.

The insured endorsement portion of the Certificate of Insurance must read EXACTLY as follows:

“The City of Berkley, including all elected and appointed officials, all employees, and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers.”

Cancellation Notice portion of the Certificate of Insurance must read EXACTLY as follows:

“Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder.”

Note: *Words in existing policies may be struck out to satisfy the above requirements as indicated in the sample certificate.*

***SPECIAL CITY SPONSORED EVENTS***

There are no seasonal restrictions in the City of Berkley. There are however times when special events sponsored by the City or other agencies may coincide with film production projects. The following provides an outline of annual events hosted by the City of Berkley.

<b><u>Event Name:</u></b>	<b><u>Held in:</u></b>
Art Bash on Twelve Mile Road	June
Berkley Cruisefest on Twelve Mile Road Woodward Dream Cruise on Woodward	August
Holiday Lights Parade and Tree Lighting	December

These events can be incorporated into film projects. To do so requires additional coordination between the City administration and other sponsoring agencies. Please factor this into your planning schedule because advance notice and additional time is needed to obtain approvals and finalize the permit.

***PARKING***

If it is determined that no parking will be allowed at the production site, the Public Safety department will post the appropriate signs. To minimize congestion and negative impact on residents and area businesses, it is beneficial for Production Companies to use private parking lots at nearby schools, churches or businesses.

These arrangements should be made with those organizations directly. Traffic and parking laws will be enforced during the scheduled shoot. Permits will not be issued for staff and crew parking at barricaded sites.

### ***DETOURS AND TRAFFIC REVISIONS***

When necessary, a traffic control plan will be designed by the Berkley Public Safety Department to accommodate the needs of a production project. Traffic control needs are a routine part of the Film Permit review process.

*NOTE:* It is often easier to film early Saturday and/or Sunday mornings when there is less traffic. Keep this in mind when planning your production schedule.

### ***HOURS OF FILMING***

Filming in residential areas is prohibited between the hours of 10 PM and 8 AM weekdays and 10 PM and 9 AM weekends. This applies to the arrival and departure of cast, crew and equipment as well as actual filming. In some instances, affected neighborhood residents may be polled to identify issues or concerns associated filming beyond the hours noted. With advance written notice (and approval from the 80%) of the affected residents, the City Manager's Office allow filming "after hours". For consideration, please submit a written request to the City Manager's Office that includes the dates, times, locations and the script for scenes that will be filmed during the extended hours. Requests must be delivered to the City Manager's Office 10 days in advance to allow time for the appropriate departments to review the request.

### **PUBLIC SAFETY**

Film companies are required to have City of Berkley Public Safety staff on-site when productions require traffic control, weapons (replicas or real) or when there are safety hazards (i.e., explosions, special effects, etc.) that could create alarm to citizens who may live, work or play in or near the production site. Exceptions to this requirement will be determined by the Berkley Public Safety Department on a case by case basis. Assigned Officers will be responsible for protecting the City's and citizen's interests and controlling pedestrian and street traffic. The Public Safety Department will also determine the number of officers and/or supervisors required for a project.

The production company will be billed for Public Safety staff time associated with the production project. The Production Company must also provide 48 hours of advance notice when a scheduled shoot is cancelled. Failure to provide such notice will result in a 2 hour minimum charge for each Officers assigned to the shoot.

### ***FILMING OF OFFICERS AND CITY EQUIPMENT***

Berkley Public Safety officers, vehicles, uniforms, insignia and equipment are not available for use on any production by film companies without written consent of the Berkley City Manager.

### ***POLICE VEHICLE AND OTHER CITY EQUIPMENT RENTALS***

Occasionally, Public Safety Department vehicles or other City equipment have been used in production projects. Production Companies can request such use by submitting a written request to the City Manager's Office. The request should include a description of how the vehicle or equipment will be used. If the request includes the use of the Berkley Public Safety Department logo, a script must be included and the following also applies:

- The request must be submitted at least 10 business days before filming.
- Rental fees are charged on a daily basis. The production company is billed by the City upon completion of the project or use of the equipment.
- City equipment can be operated by City of Berkley employees only. Additional staff hourly rates may also be charged.

***\*\*Rates are subject to change without notice.***

### ***SPECIAL EFFECTS***

Use of special effects, open flames, fireworks, etc., require the review of stunt and other specifications by the City of Berkley Fire Marshal. A Fire truck must also be on standby when filming includes these elements. Plans must be submitted for review 10 days before the scene is scheduled for filming. The production company will be billed for staff and equipment time required while special effects are being utilized.

### ***FUEL AND REFUELING PROCEDURES***

Vehicles used for refueling must be inspected state approved refueling companies. For more information about refueling requirements call Berkley Public Safety (248) 658-3380 or the Michigan Department of Transportation (517) 373-2090.

### ***WEAPONS***

The use of weapons (real or simulated) in a public place, or in view of the public, will require the presence of at least one Berkley Public Safety Officer on site for the duration of the scene.

### ***ON-SITE SECURITY***

Production Companies may utilize security staff to protect individuals and property involved in a project. Security staff, either armed or not, should contact the Berkley Public Safety Department liaison to identify potential safety concerns. Names and contact numbers of the Lead Security person should be provided to the Berkley Public Safety Department for any required follow-up.

## **EXEMPTIONS**

### ***WAIVER OF PERMIT FEE AND DEPOSIT***

The City Manager may consider requests for waivers or reductions of fees and deposits for:

1. Students filming a school project assigned by an accredited educational institution.
2. Independent films and documentaries
3. A non-profit permit applicant that is tax-exempt as described in Section 501(c) 3 of the Internal Revenue Code, as now or hereafter amended, and who seeks a master filming permit for a print or media public service announcement.

## **COMMUNITY RELATIONS**

The City of Berkley is proud to have beautiful neighborhoods and good neighbors. Production Companies are encouraged to extend consideration and courtesy when productions present inconveniences to people and businesses that live in the area of the project. The following information is offered to support you in the planning and execution of your production.

### **Before the Shoot:**

Be courteous to the residents that live in the area where your project is located. Patronize local businesses whenever possible. Sometimes it's helpful to have flyers that notify residents and businesses that you are filming, especially if the production will restrict local traffic. Give advance notice when feasible when filming may affect their normal routine. Do whatever you can to ensure that future productions are welcomed back.

- Notify residents and area businesses that may be affected by your project. Distribute flyers or letters with the filming schedule (dates and times).
- Be aware of schools, churches, senior centers, funeral homes, etc. located in or near the project.
- Connect with area businesses to determine if your production will restrict customer access and truck deliveries. Identify accommodations that can be made by the production team so that business owners are minimally affected.
- If required, NO PARKING signs will be posted a minimum of 48 hours in advance. Parking may not be held more than 24 hours in advance.
- Use elastic bands or string when posting resident letters or parking signs on trees.
- Provide blackout material to residents' windows for night exterior shoots.

### **During the Shoot:**

Your set may be located in or near someone's home. Remind crew members to speak courteously to area residents and post copies of all permits issued on the set for general public viewing. In addition:

- Do not block fire hydrants or building entrances.
- Do not interfere with authorized handicapped parking, private driveways or moving van access zones.
- Avoid injuries by removing equipment that is not in use or not working properly. Do not store equipment in front of closed buildings or storefronts.
- Ensure safe pedestrian passage through and around your set. Cover cables with mats. Don't allow crew members to congregate in pedestrian passageways.
- Ensure there is at least 13.5 feet for a fire lane on all streets involved.
- Do not direct or block traffic without a public safety officer.
- Check the horizontal clearance for trucks and campers to avoid damage to trees and branches.
- Do not park generator trucks in front of residential buildings. Do not leave truck engines idling under residents' windows. Free-standing generators must be baffled with fireproof/non-flammable material.
- Keep noise to a minimum when arriving in a neighborhood before 7 AM or filming past 10 PM.

### **After the Shoot:**

Make a clean sweep of the area to ensure that trash, debris, newspapers, personal items or production equipment is not left behind. This includes flyers or letters sent by the production company to area residents. The appropriate City of Berkley staff will remove parking and other signs posted for in and around your production site.

**NOTE:** *If dumpsters or other special trash/debris collection is required, contact the Public Works Department (248-658-3490) to discuss your needs and make the appropriate arrangements.*



# CITY OF BERKLEY MICHIGAN FILM PERMIT APPLICATION

Contact and Production Information for Master Film Permit

<b>Project Name:</b>	<b>For official Use Only Film Permit #:</b>
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### COMPANY INFORMATION:

<b>Production Company Name:</b>			
<b>Permanent Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Phone:</b>
<b>Local Production Office Address:</b>			
<b>Local Production Office Phone:</b>			<b>Fax:</b>

### CONTACT INFORMATION:

<b>1. Producer:</b>	<b>Phone:</b>	<b>Email:</b>
<b>2. Production Manager:</b>	<b>Phone:</b>	<b>Email:</b>
<b>3. Location Manager:</b>	<b>Phone:</b>	<b>Email:</b>
<b>4. Asst. Location Manager:</b>	<b>Phone:</b>	<b>Email:</b>

### PRODUCTION INFORMATION:

This project is (check one):

- |  |                                      |  |  |
|--|--------------------------------------|--|--|
| <input type="checkbox"/> Feature Film    | <input type="checkbox"/> Music Video | <input type="checkbox"/> Television Programming      | <input type="checkbox"/> Documentary       |
| <input type="checkbox"/> Corporate Video | <input type="checkbox"/> Short Film  | <input type="checkbox"/> Public Service Announcement | <input type="checkbox"/> Still Photography |
| <input type="checkbox"/> TV Movie        | <input type="checkbox"/> Commercial  | <input type="checkbox"/> Other as specified:         |  |

**Number of production vehicles:**                      **Size of Crew:**                      **Number of Talent:**

**Total Number of Filming Days in Berkley:**                      **Number of Public Locations:**

**Brief description of project:**



# CITY OF BERKLEY MICHIGAN

## FILM PERMIT APPLICATION

Use the space below to itemize anticipated additional services:

- Police Officers   
  Police cars   
  Water Permit   
  Noise Variance   
  Trash Removal  
 Fire Trucks   
  Parks   
  Explosives Permit   
  EMS Standby   
  Other (please describe)

Please identify any equipment or props that may be present at any of your shooting locations. This may require inspections and approval by Building Department and/or Code Enforcement staff:

- Generator   
  Light   
  Crane   
  Track   
  Dolly   
  Water Truck  
 Camera Car   
  Rig (stills)   
  Effects   
  Large prop   
  Set Design   
  Other as specified:

**Emergency Contact** *(available, on call 24 hours / 7 days a week)*

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Mobile Number \_\_\_\_\_ E-mail \_\_\_\_\_

### For City Use Only

<u>Received</u>	<u>Receipt Number</u>	<u>Date Received</u>
Application Fee (\$150) <input type="checkbox"/>		
Deposit (\$1000.00) <input type="checkbox"/>		
Fee Waived <input type="checkbox"/>	City Manager's initials	

City Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions:

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Project Name:

Location #:

## Request for FILM PERMIT FOR STREET USE

(Fill out one Sheet for EACH location)

I hereby apply for permission to use or occupy public property, for the sole purpose of filming,

At (Exact Address):

Shooting Date(s):

Shooting Time:

Time trucks are scheduled to arrive at site:

Number of Police Officers requested:

Describe in detail the film activity that will be taking place at this location:

Describe what steps you have taken or will take to notify affected residents and/or businesses:

Parking Meter Numbers (if applicable):

Total number of meter hoods required for this location:

All operations in the city right-of-way shall comply with the City of Berkley Traffic Control requirements for In-Street Work and the following conditions: **For city to complete**

Berkley Public Safety Department Approval:

Date:

# CITY OF BERKLEY MICHIGAN

## TEMPORARY TRAFFIC CONTROL ORDER

(TCO NUMBER)

In accordance with the duly adopted Uniform Traffic Code for Cities, Townships, and Villages, the Traffic Engineer hereby issues the following Temporary Traffic Control Order.

**Film Permit Applicant:** *Please provide the information requested in the shaded area. Submit this page with your application.*

<b>PROJECT NAME:</b>	
<b>Filming Location</b>	
<b>DATE/S/TIMES:</b>	
<b>RESPONSIBLE PARTY:</b>	
Name:	
Street Address:	
City/State/ZIP:	
Contact Phone:	
Email address:	

**For Official Use Only:**

<b>Action required by City :</b>	
<i>(Attach additional pages if needed)</i>	

**Approved by:** *(Print name and title below)*

**Signature:**

**Date:**

Public Safety		
Public Works		
Deputy Traffic Engineer		

**\*\*Original – Traffic Control File**



**PRODUCTION SITE PLAN**  
**PLEASE ILLUSTRATE THE LAYOUT OF YOUR SHOOT**  
*(Attach additional pages if necessary)*

Please paste a **DETAILED** map of each location, which includes the following information relevant to your production. Attach additional pages if necessary. Application will not be processed without this information.

- Names of all surrounding streets
- One way streets
- Parking restrictions and/or controls (parking meters, peak hour restrictions, etc.)
- Use of METRO bus zones
- Use of Truck Load or Passenger Load Zones
- Hooding of parking meters, or use of no-parking barricades in non-metered areas  
. Indicate on map with **X**
- Location/s of camera
- Street closures or intermittent traffic control
- Sidewalk closures or intermittent pedestrian control
- Truck parking
- Crew parking
- Base camp
- Catering location
- Direction of moving vehicles for driving shots
- Indicate location of generator



**PRODUCTION SITE PLAN**  
**PLEASE ILLUSTRATE THE LAYOUT OF YOUR SHOOT**  
*(Attach additional pages if needed.)*

**For City Use Only:**

**Barricade List and Location(s)**

<b>Type:</b>	<b>Number:</b>	<b>Location/Comments:</b>



# CITY OF BERKLEY MICHIGAN

## FILM PERMIT DEPOSIT REFUND REQUEST

Please provide the information below to request a refund of the deposited amount. Applicable charges for use of City facilities of staff time may be deducted from the deposit. If amounts due to the City are greater than the deposited amount, an invoice will be issued to the Company or Responsible Person noted on the Film Permit Application. Film Permit fee (\$150) is not refundable.

<b>Film Permit #:</b>	<b>Project Name:</b>	<b>Project Completion Date:</b>
<b>Deposit Amount:</b>	<b>Receipt #:</b>	<b>Refund Request Date:</b>

<b>Refund check payable to:</b> <i>(Name of Company/Responsible Person noted on the Film Permit)</i>			
<b>Name:</b> _____		<b>Authorized Signature:</b> _____	
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Phone:</b>

**FOR INTERNAL USE ONLY:**

**The following amounts were deducted for:**

Staff time	
Facility use charge(s)	
Equipment/Rentals	
Other	
<b>Total Amount Refunded:</b>	

PAYMENT APPROVAL	
<b>Amount:</b>	
<b>Description:</b>	
<b>Acct#:</b>	
<b>City Manager</b>	<b>Date</b>
<b>Finance Director</b>	<b>Date</b>