



## APPLICATION FOR PERMISSION TO FILM

Manatee County is the agency of record for the Bradenton Area Film Commission Office, a division of the Bradenton Area Convention & Visitors Bureau.

Please allow three (3) working days after the receipt of your completed application and insurance to obtain approval to film, if your shoot has no special requirements. Allow seven (7) working days if there are pyrotechnics, stunts, street closures or traffic control.

**Date:** \_\_\_\_\_ **Filming in the City/Town of:** \_\_\_\_\_

### APPLICANT INFORMATION

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

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

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

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

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

### FILM / PROJECT INFORMATION

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

**Producer/Director :** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Contact Cell 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: \_\_\_\_\_ Total Budget: \_\_\_\_\_ Film Rating: \_\_\_\_\_

Number/Type of Vehicles: \_\_\_\_\_

**Special Requirements: (if any)**

**Type of Project:**

- \_\_\_\_ Area to be closed or barricaded
- \_\_\_\_ Traffic control
- \_\_\_\_ Music Amplification

- \_\_\_\_ Commercial video
- \_\_\_\_ Documentary
- \_\_\_\_ TV feature
- \_\_\_\_ Still Photography
- Other: \_\_\_\_\_
- \_\_\_\_ Movie
- \_\_\_\_ Music video
- \_\_\_\_ TV series

Structures/tents to be erected. Please indicate size of structure/tent: \_\_\_\_\_  
(You must provide drawing/map indicating where structure/tent will be placed at film location.)

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

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

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

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

Will special signage be required? \_\_\_\_\_

**Note: Alcoholic Beverages are not permitted on location.**

<b>INSURANCE &amp; FEE REQUIREMENTS</b>
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**Insurance Requirements:**

Premises and event liability insurance is required by and **must name Manatee County AND the municipality where the filming will take place as Additional Insured.** Insurance coverage and insurance carriers must be acceptable to the Manatee County Film Commission Office as well as the municipality where filming will take place. **An original certificate must be on file, in the film office, prior to filming.** See attached Certificate of Insurance requirements.

**Fee Requirements:** Based on municipality, and their fee structure, certain fees may be imposed:

Permit Fee Amount \_\_\_\_\_

Mail a check in the amount of \_\_\_\_\_, **prior to filming**, to \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_  
Title

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

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

\* \* \* \* \*

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

**Bradenton Area Film Commission  
One Haben Blvd.  
Palmetto, FL 34221**

Film Liaison: Monica Luff (941) 729-9177 x231 [monica.luff@bacvb.com](mailto:monica.luff@bacvb.com)  
Fax: 941.729.1820

**Thank you for choosing the Bradenton Area as your film location. We will do everything possible to ensure you have a wonderful experience while here.**

\* \* \* \* \*

**Permission to Film granted by:**

\_\_\_\_\_  
Municipality Representative Date: \_\_\_\_\_

\_\_\_\_\_  
Administrative Representative Date: \_\_\_\_\_

\_\_\_\_\_  
Police Dept. Representative Date: \_\_\_\_\_

\_\_\_\_\_  
Fire Dept. Representative Date: \_\_\_\_\_

\_\_\_\_\_  
Film Commissioner/ Liaison Date: \_\_\_\_\_

# Certificate(s) of Insurance – Blanket Coverage

The Bradenton Area Film Commission has established insurance and certificate of insurance requirements for those filming in our area. Before filming can begin, a certificate of insurance must be furnished which includes the following:

**Specific date(s) of the event** must be stated clearly on the certificate, if blanket coverage is not already in effect.

**Type of Insurance Required:** **General Liability** and **Occurrence** should be checked. These are the minimum amounts required:

- **Each Occurrence** = \$1,000,000 or more
- **Damage to Rented Premises (Each Occurrence)** = \$50,000 or more
- **Personal & Adv Injury** = \$250,000 or more
- **General Aggregate** - \$2,000,000 or more

## **Description of Operations:**

- Manatee County, a political subdivision of the State of Florida is named as Additional Insured. AND
- The particular municipality where filming is taking place must also be named as Additional Insured. (See addresses below)

## **Certificate Holder(s):**

We require separate COI's for each municipality in which you will be filming:

- Manatee County, a political subdivision of the State of Florida, P.O. Box 1000, Bradenton, FL 34205;
- City of Anna Maria, 10005 Gulf Drive, Anna Maria FL 34216
- City of Holmes Beach, 5801 Marina Drive, Holmes Beach, FL 34217
- City of Bradenton, 101 Old Main Street West, Bradenton, FL 34205
- City of Bradenton Beach, 107 Gulf Drive North, Bradenton Beach, FL 34217
- City of Palmetto, 516 8<sup>th</sup> Ave. W., Palmetto, FL 34221
- Town of Longboat Key, 501 Bay Isles Road, Longboat Key, FL 34228
- Lakewood Ranch is covered under Manatee County COI

**Certificates of Insurance must accompany the film application and can be e-mailed to:**

Monica Luff, Film Liaison: [monica.luff@BACVB.com](mailto:monica.luff@BACVB.com)