



# Springville City Location Filming Permit

A Film Permit Application MUST be completed for any project that takes place on Springville City property or UDOT property located within Springville City limits. A formal agreement including rules and regulations will be created upon receipt and approval of application.

Along with your application, please submit:

- A copy of the script
- List of cast & crew members and local vendors
- Location maps showing specific streets, buildings etc.

### ADDITIONAL NOTES:

It is the responsibility of the production company to notify all business and residential tenants who will be affected by filming. Permission to use private property must be granted in writing by property owners/landlords/property management companies before filming commences and copies of these letters filed with Springville City.

All structures constructed by the Production Company must be completely dismantled and the site returned to its pre-filming condition as soon as possible. Failure to do so may result in loss of damage deposit.

The Applicant acting through its authorized agent, agrees to defend, protect, indemnify and hold Springville City harmless from any and all suits, claims, damages, liabilities, or losses, including attorney fees and costs, for injury to or death of any person(s) or for damage to any property arising from the Applicant's acts or omissions under the film/photography permit or resulting from the filming/photography to be held on the locations, times and dates (Premises) named in the film permit.

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

Applicant Name & Title: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

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

Company Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Local Phone: \_\_\_\_\_ Local Fax: \_\_\_\_\_

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

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

Local Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location Manager: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Production Type:**       Feature Film     Television Film     Documentary     Commercial

Music Video     Industrial     Still Photography     Other \_\_\_\_\_

**Specific Location:** Please be as specific as possible. Provide street addresses, building names, floor numbers, cross streets, etc.

Location 1: \_\_\_\_\_  
Location 2: \_\_\_\_\_  
Location 3: \_\_\_\_\_

**Dates & Times of Filming:**

Location 1: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Location 2: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Location 3: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Will City streets be used?**  Yes  No For filming?  Yes  No For Parking?  Yes  No

**Will streets need to be closed/blocked to traffic?**  Yes  No

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

Please list all vehicles (and their sizes) that will be parked in the vicinity of the shoot (equipment trucks, vans, catering vehicles, dressing rooms, buses, generators, crew cars, etc.)

**Will any scenes involve the use of explosives, aircraft, firearms?**  Yes  No If yes, please describe:

**Will this involve extraordinary noise (over 55 decibels)?**  Yes  No

**Will there be permanent or temporary construction in the filming area?**  Yes  No If yes, please attach City building permit.

**Will there be a significant disturbance of terrain or vegetation?**  Yes  No  
If yes, please describe your plans to restore/reclaim the area:

**Will the shoot involve night filming?**  Yes  No

**Will this require turning off street lights for any length of time?**  Yes  No

**Will you be using portable toilet facilities?**  Yes  No

**Have you made arrangements for trash disposal?**  Yes  No

*The Permittee agrees to comply with all applicable laws and to maintain the premises in good condition, and to return said premises to the same condition as before use for this film project. In addition, the Permittee agrees to credit "Springville City" where appropriate.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Please describe your project:

Description of assistance requested from Springville City departments. List all such as Police, Fire, Streets, Parks, etc.:

**WARNING: Submission of this form does not guarantee approval of the event.**  
Failure to complete all sections of this form and meet all requirements may result in delay  
or limitations for your project.  
Springville City reserves the right to deny approval of permit for filming that does not  
comply with Springville City ordinances and/or policies.



# STREET USE AGREEMENT

Does your event require use of any sidewalk, traffic lane, or city street?

- Yes
- No (skip to next page)

Street use area:

- Entire street
- Partial Street / One lane of street only
- Parking lane only / side of street
- Sidewalk only
- Street crossing

Street Use Details:

Street Name	Between (cross street)	And (cross street)	Start Date	Start Time	End Date	End Time

1. A portion or all of the above street may be closed by installation of barricades at the two ends of the street. Permittee agrees to provide at his or her own expense safety barricades that will be lighted and conspicuously displayed.
2. City may require Permittee to move, remove, replace, or change any barricades at City's discretion. City may also revoke this Agreement at any time for any reason or no reason.
3. Permittee agrees to clean up the Public Street and all surrounding areas upon termination of using the Public Street.
4. **Indemnity:** Permittee hereby agrees to indemnify, defend, and hold Springville City, and its elected and appointed officials, employees, agents and representatives (the Indemnities") harmless from:

All liability, damage, loss cost or expense, including but not limited to attorney's fees, that the Indemnities may sustain or incur on account of any damage to or destruction of any property that City may own or in which it may have an interest;

All liability, damage, loss, cost or expense, including but not limited to attorney's fees, on account of any damage to or destruction of any property belonging to any person, firm or corporation; and

All liability, damage loss, cost or expense, including but not limited to attorney's fees, on account of any damage resulting from injury to or death of any person or persons resulting from or in any way connected with the use by Permittee, its agents or employees, of Public Street, area, surrounding area, or facility to which Permittee's permit/permission pertains.

Signature: \_\_\_\_\_

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



**GENERAL TERMS, CONDITIONS, AND RESTRICTIONS PERMITTEE AGREES TO THE FOLLOWING:**

1. This permit must be in possession of the applicant at all times while on location and must be made available for inspection when requested by City authorities or the public.
2. Permittee agrees to comply with all applicable Federal, State, and local laws, regulations, ordinances, and rules. Vehicle code provisions and/or posted parking regulations will be enforced unless otherwise noted in this permit.
3. In the event that an authorized representative finds that the activities being conducted by the Permittee unnecessarily endangers the health and safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole discretion, may suspend, cancel, or amend this permit. The City reserves the right to suspend, cancel, or amend this permit at any time without incurring any liability to the Permittee.
4. The Permittee must obtain a liability insurance policy naming Springville City as “additionally insured”, and also as the “certificate holder” during the event with a face value of at least \$2,000,000. The permit itself is invalid if a current insurance certificate is not received by the Special Events Committee and approved prior to the date of the event.
5. This permit does not constitute nor grant permission to use or occupy property not belonging to, or under control of, Springville City. Permission to use or occupy these properties must be obtained from the owner or controller of such property in addition to this permit. Proof of such permission may be required prior to issuance of a permit.
6. Permittee is responsible for obtaining the cooperation of the residents or owners of adjacent properties. Interference with movement or activities of these owners or residents should be as minimal as possible.
7. Permittee agrees to canvass the areas impacted by the filming 48 hours prior to filming, and businesses and residents notified, preferably in person, otherwise with flyers. Permittee is responsible for working out any conflicts or negative financial aspects.
8. Parking in any areas designated as “no parking”, “loading zones”, “emergency only”, parking with any type of “restrictive definition”, needs to be designated within the Film Permit Application.
9. A fire lane of twenty (20) feet must be maintained, allowing access through the length of closed and open roadways/streets. Access to the fire hydrant must be maintained; no parking within 5 feet on either side of the existing fire hydrants.
10. Permittee must place equipment in such a way that pedestrians have safe passage and access to other sidewalks and the building entrances. Any cords or any type of equipment must be placed so it will not interfere, obstruct, or cause harm in any way to the pedestrians.
11. All accesses, ramps, parking stalls, etc. authorized or duly marked for use of “handicapped” persons shall remain open and accessible.
12. Driveways and entrances shall allow for accessibility for emergency vehicles.
13. Permittee must comply with the Municipal Code Title 8, Chapter 2 (8-2-101). The Code prohibits excessive or unusually loud noise between the hours of 10:00 p.m. to 7:00 a.m.

As an appointed representative of the production company, I have read and agree to the terms of this filming permit for this and the following locations referenced to the production referred to. I understand I may have filming temporarily or permanently shut down if the requirements as set forth are not adhered to either intentionally or unintentionally.

**APPLICANT:**

Company Name: \_\_\_\_\_ Location Manager: \_\_\_\_\_  
Date: \_\_\_\_\_ Signature \_\_\_\_\_

**The above signed hereby personally covenants, guarantees and warrants that he/she has the power to obligate the filming company to the terms and conditions of this permit.**



## FILM PERMITS

### Springville City, Utah

To film in Springville City, you will need to completely fill out the Location Filming Permit.

Send the completed Location Filming Permit to:

Springville City  
Shirley Green  
Special Events & Film Permits  
443 South 200 East  
Springville, UT 84663

ATTN: FILM PERMIT APPLICATION

You may also email the completed application form to:  
[sgreen@springville.org](mailto:sgreen@springville.org) or fax it to 801-489-7217.

At this time there are no fees associated with the processing of this permit.

Contact Shirley at 801-489-2730 if you have any questions about filming in Springville.