

## Film Permit Guidelines Town of Sunderland Location Filming Permit

Thank you for choosing the Town of Sunderland for your upcoming film project. The Office of the Board of Selectmen will help make your job as easy as possible while you are visiting. These guidelines are designed to assist you with the Town of Sunderland's Film Permit process. Per the Town of Sunderland Selectmen's policies, a permit is required to film or photograph any commercial, motion picture or advertisement within the Town limits. In this document, the filming entity may be referred to as "Production Company." The Production Company is responsible for a film permit fee of **\$100.00 per day**. Changes to an approved permit require proper local approvals with updated information.

*The filming of news events concerning persons, scenes or occurrences of general public interest, filming and still photography by a 501(c)3 non-profit organization, and/or a project with on-site personnel numbering 5 persons or less, are exempt from the permitting and/or fee process and structure, but may require other local approvals.*

### Requirements for a FILM PERMIT:

All documentation and payments must be submitted together to the Board of Selectmen's Office, 12 School Street, Sunderland, MA 01375 not less than 10 business days prior to the Selectmen's scheduled meeting at which Film Permit approval would be voted.

- Film Permit Application – Please complete in its entirety providing as much detail as possible, and submit with a check for a total film permit fee equal to \$100.00 times the number of days of filming, made payable to the *Town of Sunderland*.
- General Liability Insurance Certificate - In the amount of at least one million dollars per occurrence naming the Town of Sunderland as an additional insured.
- Indemnification Agreement - Must be completed and signed by an Authorized Agent for the Production Company.
- Security Deposit or Establishment of Municipal Deposit Account in the amount described below -

The Production Company is responsible for payment to the Town of Sunderland for any costs incurred in service to the production that are beyond the ordinary duties of town personnel and/or usage of town-owned equipment. This includes but is not limited to Town employees' labor, and/or materials utilized in direct connection with the production. Labor will be charged at the benefited wage rate. In addition, the Production Company may incur costs payable to the Town Police Department for such services as providing traffic control, security work, etc. Other costs may be incurred and will be dealt with on a case by case basis between the Town and the Production Company with the understanding that the production will not create costs for the Town.

The Town requires any Film Production Company to either (at Production Company's election) provide a security deposit check to the Town Treasurer or establish with the Town Treasurer, a separate municipal Deposit Account to cover the costs of any unpaid bills. One Hundred percent (100%) of the Production Company's estimated costs will be placed in the Deposit Account or provided as a security deposit for settlement of Town services.

Calculation of Estimated Costs:

	Estimated Cost	Deposit Amount 100%
Police Dept.	_____	_____
Fire District	_____	_____
Highway Dept.	_____	_____
Water District	_____	_____
Other Services:	_____	_____
<b>Total Estimated Costs:</b>	_____	_____

In the event the Deposit Account or Security Deposit (as applicable) does not pay for town services and/or labor, the Town will bill the Production Company for additional costs. Any surplus remaining in the Account upon completion of the production and payment for all town services and/or labor will be returned to the Production Company within 30 days.

- **ADDITIONAL NOTE:** It is the responsibility of the Production Company to notify all business and residential tenants who will be affected in any way by filming. Permission to use private property must be granted in writing by property owners, landlords, and property management companies before filming commences.

**Upon approval of the Film Permit, the Board of Selectmen will appoint one or more individuals to the following roles:**

- Film Permit Contact: A town official granted the authority to make impromptu decisions related to the Film Permit if needed.
- Film Permit Point Person: An employee of the municipality responsible for coordinating the Town's permit process, and the Production Company with police, fire, and other departments.
- Film Liaison: A person who may assist as described above but may also help with locations, hotels, logistics, etc

The bylaws of the Town of Sunderland and the laws of the Commonwealth of Massachusetts shall govern the Film Permit.

Should you have any questions regarding permits, fees or jurisdictions, please call the Town Administrator at 413-665-1441.

Adopted by Board of Selectmen: 5-20-13

Amended by Board of Selectmen: 8-26-13

## Town of Sunderland Film Permit

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

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

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

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

Applicant Phone: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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

Location's Manager's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Production Type:

Feature Film

Television Film

Documentary

Commercial

Industrial

Still Photography

Music Video

Other (please specify): \_\_\_\_\_

Location: Please be as specific as possible. Provide street addresses, building names, etc. *The Town recognizes that these locations, dates, and times are subject to change. ALL changes must be made in coordination with the necessary town officials.*

Location 1: \_\_\_\_\_

Dates: \_\_\_\_\_

Times: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

Location 2: \_\_\_\_\_

Dates: \_\_\_\_\_

Times: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

Location 3: \_\_\_\_\_

Dates: \_\_\_\_\_

Times: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

Will streets be used? Circle **Yes** or **No** If yes, please indicate below.

For filming

Parking

Will streets need to be closed/blocked to traffic? If yes, please indicate date(s) and time(s) below

If appropriate, attach separate sheet with diagram and map to illustrate. Streets and cross streets:

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

Will this Production involve extraordinary noise (over 55 decibels)? Circle **Yes** or **No** If yes, Please describe:

\_\_\_\_\_  
\_\_\_\_\_

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

Will this Production require turning off street lights for any length of time Circle **Yes** or **No** If yes, please describe and provide date(s) and time(s).

Please attach a copy of your general liability insurance coverage in the amount of one million dollars naming the Town of Sunderland as an additional insured party.

*The applicant agrees to comply with the applicable laws and to maintain town premises in good condition, and to return said premises to the same conditions before use for this film project.*

Production Company Agent: (Print): \_\_\_\_\_ Title: \_\_\_\_\_

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

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*FOR TOWN USE ONLY*

Approved by:

\_\_\_\_\_  
Board of Selectmen, Chair Date: \_\_\_\_\_

\_\_\_\_\_  
Board of Selectmen Member Date: \_\_\_\_\_

\_\_\_\_\_  
Board of Selectmen Member Date: \_\_\_\_\_

\_\_\_\_\_  
Chief of Police

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

\_\_\_\_\_  
Highway Superintendent

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

\_\_\_\_\_  
Fire Chief

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

TOTAL FEES: \_\_\_\_\_ DATE FEES PAID: \_\_\_\_\_ PAYMENT TYPE: \_\_\_\_\_ CHECK# \_\_\_\_\_

DATE DEPOSIT PAID: \_\_\_\_\_ PAYMENT TYPE: \_\_\_\_\_ CHECK# \_\_\_\_\_

Adopted by Board of Selectmen: 5-20-13

Amended: \_\_\_\_\_



**TOWN OF SUNDERLAND  
MASSACHUSETTS**

**INDEMNIFICATION AGREEMENT**

The Applicant (Production Company), \_\_\_\_\_ acting through its authorized agent, \_\_\_\_\_, agrees to defend, protect, indemnify and hold the Town of Sunderland 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 permit or resulting from the filming/photography to be held on the locations, times and dates (Premises) named in the attached film permit unless caused by the Town's gross negligence or willful misconduct.

In addition, the Applicant specifically agrees to defend, protect, indemnify and hold the Town of Sunderland harmless from any and all suits, claims, damages, demands, liabilities, or losses, including attorney fees and costs, brought, made, or claimed by the owner of the Premises, or the owner's heirs, successors, or assigns, arising from the Applicant's use of the Premises unless caused by the Town's gross negligence or willful misconduct.

Authorized Production Company Agent:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adopted by Board of Selectmen: 5-20-13

Amended: \_\_\_\_\_