



# APPLICATION TO FILM OR VIDEOTAPE ON CITY STREET OR OTHER CITY PROPERTY

Application and Insurance must be provided three (3) days prior to event.

Applicant Name		Phone	
		Cell Phone	
Street Address	City	State	Zip
Production Company/Organization (if different from above)		Phone	
Street Address	City	State	Zip
Date(s) of Event		Time(s) of Event	
Location of Event			
Description of Event			
Impact on Traffic or Parking			
Impact on Adjacent or Other Properties			
Description of special equipment, vehicles, etc. involved in event		Number of Persons Involved (crew, etc.)	
Anticipated Need for City Services (e.g. – Police, Parks Maintenance, etc.)			
<p>The applicant acknowledges the following:</p> <ul style="list-style-type: none"><li>• The applicant agrees to obtain and maintain a certification of insurance as described on the reverse side of this application demonstrating coverage throughout the approved period of the event. Should the insurance be cancelled without notice to the City, the applicant agrees to personally indemnify and hold the City of Royal Oak harmless and defend it against all demands, claims, causes of action or judgements and from all expenses that may be incurred in defending against the same, arising from any act, neglect or omission on the part of the applicant, its agents and/or employees, pursuant to this event.</li><li>• The applicant agrees to obtain signed approval from any business or property owner specifically effected by the event.</li><li>• The use of the City's name, seal, signage, equipment, or personnel is prohibited without the expressed consent of the City of Royal Oak.</li><li>• The applicant agrees to reimburse the City of Royal Oak for the cost of any services provided by the City as a result of the event. The applicant understands that the City of Royal Oak shall determine and approve the need for such services. If the applicant anticipates the need for City services in advance of the event, the applicant shall notify the City and receive an estimated cost from the City prior to approval of the application.</li></ul>			
Signature of Applicant		Date	

## INSURANCE CERTIFICATE REQUIREMENTS

- Comprehensive General Liability: \$1,000,000/occurrence (minimum)
- Excess Liability Umbrella: \$1,000,000/occurrence (minimum)

**Additional Insured** endorsement portion of the Certificate of Insurance must read exactly as follows:

“The City of Royal Oak, 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 form language may be struck out to achieve the above requirement as indicated in the sample certificate.*

## USE OF CITY PARKING METERS

*Complete this section if the use of City parking meters will be required for this event*

Location of Parking Meters

Meter Identification Numbers

Instructions:

1. The applicant must complete payment for use of meters with the City Treasurer, located in City Hall.
2. The applicant must then provide proof of payment to the Royal Oak Police Traffic Sergeant or clerk.
3. The applicant must then post the appropriate bond with the Traffic Sergeant or clerk for use of necessary meter bags.
4. Following the event, the applicant must return meter bags to the Traffic Sergeant or clerk and retrieve the bond.

- *The Traffic Safety Division is located on the first floor of the Police station, adjacent to the lobby.*
- *The Traffic Sergeant may be reached at (248) 246-3508, the Traffic Clerk may be reached at (248) 246-3509*

## APPROVAL

Signature of Police Representative Approving Application

Date

Printed Name

Rank / Title

\$12.<sup>00</sup> Fee Paid on \_\_\_\_\_ Clerk \_\_\_\_\_  
 Cash or Check Payable to the City of Royal Oak only. To use credit or debit there is a minimum \$2.95 service fee. Established by Resolution on 6/13/05

Applications are available at [www.romi.gov](http://www.romi.gov), or at the City Clerk's Office  
 Return application and fee to Clerk's Office, 203 S Troy St, Royal Oak MI 48067

Denial of application may be appealed to the City Commission by making application for appeal to the City Manager.

## PERMISSION TO FILM OR VIDEOTAPE ON PREMISES

Name of Business or Establishment	
Address of Business or Establishment	
Authorized Representative of Business or Establishment	Phone
Date(s) of Event	Time(s) of Event
Production Company/Organization	
Address of Production Company/Organization	
Representative of Production Company/Organization	Phone

The undersigned is the owner or lawful representative of the above listed business or establishment and hereby consents to the filming and/or videotaping by the above listed production entity on or around the premises under control of the undersigned as indicated above.

\_\_\_\_\_  
Signature of Owner or Representative of Business/Establishment

\_\_\_\_\_  
Date