



Philadelphia Parks & Recreation

**Media Permit
2013**

“For Office Use Only”

Permit Number _____

Read and complete the following six steps.

Permit is only valid once numbered and signed

STEP 1. Select Type of Permit (check the proper box)

Rate schedule is per diem.

Types	Rittenhouse Square ¹			Water Works ¹			Art Museum Steps			BoathouseRow/Other Park Areas		
		< 10 Days	< 3 Days		< 10 Days	< 3 Days		< 10 Days	< 3 Days		< 10 Days	< 3 Days
<input checked="" type="checkbox"/> Studio (production by a major studio)	\$3500.00	\$4375.00	\$4550.00	\$3500.00	\$4375.00	\$4550.00	\$1000.00	\$1250.00	\$1300.00	\$500.00	\$625.00	\$700.00
<input type="checkbox"/> Independents & Documentaries	\$2500.00	\$3125.00	\$3250.00	\$1000.00	\$1250.00	\$1300.00	\$500.00	\$625.00	\$700.00	\$500.00	\$625.00	\$700.00
<input type="checkbox"/> TV Shows & Series	\$1000.00	\$1250.00	\$1300.00	\$1000.00	\$1250.00	\$1300.00	\$500.00	\$625.00	\$700.00	\$500.00	\$625.00	\$700.00
<input type="checkbox"/> Commercials (filming of a commercial for TV viewing by private entity)	\$1000.00	\$1250.00	\$1300.00	\$1000.00	\$1250.00	\$1300.00	\$500.00	\$625.00	\$700.00	\$500.00	\$625.00	\$700.00
<input type="checkbox"/> Music Video	N/A	N/A	N/A	\$1500.00	\$1875.00	\$1950.00	\$1000.00	\$1250.00	\$1300.00	\$500.00	\$625.00	\$700.00
<input type="checkbox"/> Industrials (filming or photos for in-house use by a private or public entity.)	\$500.00	\$625.00	\$700.00	\$500.00	\$625.00	\$700.00	\$500.00	\$625.00	\$700.00	\$500.00	\$625.00	\$700.00
<input type="checkbox"/> Still Photos (photo shoot by a professional for private or commercial use e.g. magazine, catalogue, etc.)	\$500.00	\$625.00	\$700.00	\$500.00	\$625.00	\$700.00	\$500.00	\$625.00	\$700.00	\$200.00	\$300.00	\$400.00
<input type="checkbox"/> Press Conf., Tourism, B-Roll, PSA, Students (Security Deposit will be required)	Free	\$100.00	\$200.00	Free	\$100.00	\$200.00	Free	\$100.00	\$200.00	Free	\$100.00	\$200.00

Security Deposit will be required for all media permit types. Rate schedule is per diem. Security Deposit will be based on the location, scope and impact of the shooting; minimum deposit is \$250.00.

¹ These sites require park staff for the duration of filming. Staff costs will be charged to the applicant.

STEP 2. Provide Production Information. (Faxed applications will not be accepted)

Production Company _____ Contact _____

Street address _____ City _____ State _____ Zip code _____

Phone number _____ Fax number _____ Mobile number _____

STEP 3. Provide Location Information

Name of film _____ Date(s) of filming _____ Hours of filming (from - to) _____

Park requested (include specific location) _____ Indoors Outdoors

Estimated attendance _____ Description of all equipment and content of shoot (**attach a detailed description of filming**) _____

Will you be erecting tents or canopies? yes no Quantity & Sizes _____ Will you require road closures or have significant parking needs? Explain. _____

Parking or driving on grass, sidewalks, service roads or athletic fields is strictly prohibited.

STEP 4. Read and Sign

Permit Number

Return the completed application with a check in the amount of \$25.00. Application will not be processed until the Special Events Office has received the completed application and check. Filing date will be the date that the completed application and check is received by the Special Events Office. This application fee applies to all filming requests, including Tourism, B-Roll, PSA and Student. The application fee is a non-refundable processing fee.

Applications must be filed at least 10 business days before the first day of shooting to avoid additional charges. Applications filed less than 10 business days before the first day of shooting will be charged an additional \$100.00 or 25% of permit fee, whichever is greater. Applications filed less than 3 business days before the first day of shooting will be charged an additional \$200.00 or 30% of permit fee, whichever is greater. The Student, PSA, Tourism, and B-roll filing with less than 10 business days will be charged \$100.00; less than 3 business days will be charged \$200.00.

Press Conference, Tourism, B-Roll, PSA, and Student filming must be approved by the PPR First Deputy Commissioner. Student Film projects must include a letter from their faculty member, on school letterhead, indicating the filming is relevant to course work. In addition, the school will assume all liability for insurance up to the minimum required by the City of Philadelphia's Office of Risk Management.

A Certificate of Insurance with the minimum liability required by the Office of Risk Management, listing the City of Philadelphia and its' employees, agents and officers as additionally insured, must be filed with this application.

A copy of the permit must remain on-site for review at all times. Permits are non transferable.

Refunds will not be granted for inclement weather. Additional fees may be charged for rescheduling.

Applicant shall ensure that all parties involved in the shoot shall not drive or park vehicles on grass, sidewalks, athletic fields or service roads.

All Applicant types shall be responsible for all City costs including personnel. The number and type of employees required is based on location and scope of work, as determined by the PPR Special Events Manager. Road closures require Philadelphia Police and all costs associated with road closures must be paid by applicant. Most locations require a minimum of one Park employee for the duration of the filming.

Applicant understands that failure to pay all costs for clean-up/repair, misrepresentations regarding the nature or scope of the shoot, or violations of the terms of the permit may be grounds for denial of future permit applications.

Security deposits will be refunded within 45 days after the shoot date if all permit restrictions are followed and the park is left clean and without damage. Security deposits will be based on scope and location of the shoot.

PPR is not able to provide amenities such as sound systems, tables, chairs, tents, portable washroom facilities or other support materials and services. Provisions for parking are NOT included in the issuance of any PPR permit.

Fastening or attaching any rope, sign, banner, flyer or other object to any tree or shrub at any PPR site is strictly prohibited and automatically forfeits the security deposit.

Applicant agrees to faithfully observe and comply with the conditions, regulations and provisions prescribed herein and by the ordinances of Fairmount Park and the City of Philadelphia and the laws of the Commonwealth of Pennsylvania.

Applicant agrees to indemnify and hold the City of Philadelphia harmless from any liability to any person resulting from any property damage or personal injury occurring in connection with the shoot caused by the applicant or the sponsoring organization, its officers, employees, or any person under its control.

I do solemnly swear (or affirm) that all given statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined above and agree to abide by them.

Signature of applicant

Date

STEP 5. Select Form of Payment (Cash will not be accepted)

Check _____ Money Order _____

All checks and money orders should be made payable to **Fairmount Park**.

STEP 6. Submit the Application

- 1. Return this completed form **no later than 10 days prior to shoot (Faxed applications will not be accepted)**.

**Philadelphia Parks & Recreation
CASE Bldg. / Special Events Office
4300 South Concourse Drive
Philadelphia, PA 19131
Phone: (215) 685-0060**

- 2. You will also need to include:
Payment - which includes \$25.00 application fee as well as any appropriate site fee and security deposit.
Certificate of Insurance
The City of Philadelphia must appear as an "additional insured" and the certificate holder for \$1 million per occurrence.
Students – Letter from professor on school letterhead.
- 3. You will receive a permit and an invoice for any staff overtime or additional costs incurred.