

Photo and Video Production in Lawrence, Kansas

Welcome to the City of Lawrence! We are glad you have chosen our City to record your production.

All commercial film, video or photo production proposed on City property, including Parks and Recreation facilities, requires approval and *may require additional permit/s*. Commercial film production is defined as any activity that results in a film, video, or photograph being sold, or any activity involving filming or photography for which crew and/or talent is paid. This includes "non-profit" productions.

To accommodate your needs while you are on location, *and* to ensure that City services for residents continue with no or minimal interruption, please complete the application below for approval. A copy of this signed application and current Certificate of Insurance naming the City of Lawrence as an additional insured is required prior to filming on any City-owned property. Please note that this agreement does not supersede other required permits or permissions.

Please note: The application for Photo and Video Location approval must be submitted at least thirty (30) days prior to the proposed location date or term of agreement.

Name of Applicant

Name of production company or individual requesting filming permission (this name should match the name on the insurance certificate and will be used to create a Photo and Video Location Agreement).

Type of Entity/Business (Check one)

Corporation

LLC

Individual

Partnership

Student Project

Other (Please describe)

State of Incorporation or Name of School

For Corporation or LLC, list state of incorporation. For Students, list name of school. If none apply, type None.

Certificate of Insurance*

Licensee agrees to obtain a single limit commercial general liability insurance policy in the amount of \$1,000,000.00 covering bodily injury, including death and property damage, and including coverage for contractual liability. Licensee shall provide City a copy of a certificate of insurance for such policy and an endorsement specifying that the City of Lawrence is named as an additional insured for the purposes of this project before beginning its use of the scheduled lands and facilities. The procuring of insurance is for Licensee's protection as well as the City's and does not limit the amount of damages which the City may be legally entitled to pursue.

I have read and understand the insurance requirements.

Contact Person First Name

Contact Person Last Name

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Email Address

Phone #1

Phone #2

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Primary Office Address

City, State, Zip

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Title of Production

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Description of Production

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Briefly describe your production. Please include an estimate of total cast, crew, vehicles and equipment.

Term of Agreement: Beginning Date

Term of Agreement: Ending Date

MM/DD/YYYY

HH:MM a.m/p.m.

MM/DD/YYYY

HH:MM a.m/p.m.

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Beginning date and time

Last date and time

Sites and Facilities Requested*

Select all areas included in film request. If "Other" is selected, include area requested in next field. Depending on the location desired for filming, additional coordination, permit/s, reservation and/or fees may apply. Applicant must reserve and pay all fees in addition to this application and location agreement.

Airport

City Hall

Union Pacific Depot

Santa Fe Station

Carnegie Building

Sports Pavilion Lawrence

Community Building

Park

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Park name

Recreation Facility

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Rec. facility name

Other (specify below including address/approximate address)

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NOTES:

For internal use:

☐ Denied

☐ Approved

City: _____ Date: _____

Title: _____

Parks and Recreation: _____ Date: _____

Title: _____

Other Dept.(if needed): _____ Date: _____

Title: _____

Notes: