



NORTH LITTLE ROCK PARKS AND RECREATION DEPARTMENT
Filming Permit Request Form

Submission of this form does not guarantee approval.

COMPANY INFORMATION

Contact Person: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone 1: (_____) _____ - _____ x _____ Phone 2: (_____) _____ - _____ x _____
Contact Person's Email: _____
Company Web Site: _____
Location Manager: _____ On-Site Phone: (_____) _____ - _____
Film Company: _____ City, State: _____

FILMING INFORMATION

Project/Production Name and Number: _____
Project/Production Type: Commercial Television Education Student
 Motion Picture Other: _____

Please list each location to be used being as specific as possible (for example, Burns Park - Covered Bridge Area; or Burns Park - Dog Park section #3), and the date(s) and time(s) of its use. Attach additional pages if needed.

Location 1: _____
Date(s): _____ Time(s): _____
Location 2: _____
Date(s): _____ Time(s): _____
Location 3: _____
Date(s): _____ Time(s): _____

Filming Details: Summarize scene(s) to be filmed and include any props, stunts, special effects, and other items you will be using that are not currently part of the area: _____

Filming Permit Request Form (continued)

Special Requests: List any special requests (use of fire/pyrotechnics, road/area closures/obstructions, etc.) or provisions (power, water, access to restricted area, logo use, etc.) needed from the city: _____

Resources: Number of cast and crew: _____ Number of support cars: _____
 Number of support trucks: _____ Number of support vans: _____
 Other: _____

OTHER INFORMATION

Fees: Fees will be based on location(s) used, city resources requested and used, exclusivity to the area, etc. A DVD version of the final edit will be supplied to the DEPARTMENT for internal use only.

Other Conditions: Dates can be subject to change in case of re-scheduling or production, weather, etc. and continuing until completion of all scenes and work required. Dates and times for future retakes or added scenes must be pre-approved (this is to prevent/minimize scheduling conflicts with the area).

The COMPANY will abide by all Federal, State, and Local laws in addition to the policies of the DEPARTMENT pertaining to parks and facilities (smoking policy, advertisement signage, etc.).

The COMPANY will control all litter by picking up litter their program creates after each time the field is used. The litter must be placed in the proper receptacle by the COMPANY, and will then be removed on a regular basis by the city trash service. If excessive litter must be picked up by the city, the COMPANY will be charged \$20.00 for each hour worked.

It is understood that the DEPARTMENT will not be liable for any injuries incurred by participants who are participating in activities on or in the DEPARTMENT facility. The COMPANY shall indemnify and hold the DEPARTMENT, the City of North Little Rock, commission members, and all of its employees harmless against losses, claims, causes of action and liabilities on account of damage to property or injury to or death of persons arising out of negligent acts by the COMPANY, its agents, employees, or program participants.

The COMPANY will provide proper insurance for the programs they will be operating on city property. Proof of insurance must be provided to the DEPARTMENT for final approval. The COMPANY understands that their program participants are in no way covered by insurance by the DEPARTMENT. The agreement will be void if insurance is cancelled.

Return this completed form to: North Little Rock Parks and Recreation (Special Events)
 Attn: Jamie Pettit Phone: 501-906-6300
 2700 Willow Street Fax: 501-7906-6300
 North Little Rock, AR 72114 Email: nlrprevents@nlr.ar.gov

O Approved O Denied _____ _____	NLRPR Special Event Coordinator:	Date:
---------------------------------------	----------------------------------	-------