



Application for Film Shoot

Bureau of Communications • Office of Special Events • 30 Church St., 202A • Rochester, NY 14614-1287
585-428-6690 • fax: 585-428-7991

APPLICATION FEE IS \$70

Film Title: _____

Filming Dates: _____ to _____ Time of event: AM/PM to ----- AM/PM

Set up date: _____ Set up time: _____ AM/PM Break down date: _____ time: _____ AM/PM

Production Company's Name: _____

Production Company's Address: _____

City: _____ State: _____ Zip: _____

Website Address: _____

Contact Person: _____

Phone: _____ Cell Phone: _____

Email: _____

A Certificate of Liability Insurance with a minimum of one million dollars naming the City of Rochester as additional insured may be needed before the permit can be issued. The Certificate must have the wording "City of Rochester, 30 Church Street, Rochester N.Y. as an additional insured". The Certificate must also have the address of the site you are using, name and date of the event.

Type of Filming (check all that apply):

Feature Film _____ TV Movie _____ TV Series _____ Commercial _____ Other (explain) _____

Number in Cast: _____ Number in Crew: _____ Number of Extras: _____

Props used: _____

Describe scene: _____

Parking Requirements: (please give meter numbers/pay station numbers if applicable)

Catering (include any vehicle parking): _____

Filming Location: _____

STREET CLOSURES *Police Officers are required for all street closures. Also, meter/pay station fees may apply if meters/pay stations are located on the street that is being closed.

The City will ultimately decide if streets are closed for special events. The City will assist in determining the notification requirements that the applicant must make for the closure based upon event size, impact/reach, duration, event history, etc.

Street Name	From...	To...

Date Received: _____	Receipt #: _____
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Intermittent Traffic Control (ITC) and/or Pedestrian Traffic Control (PTC) Requested? If yes where (please be as specific as possible)*: *intermittent traffic control (ITC) may only be done in 2 –3 minute intervals.

Police Officers: # needed: _____ Hours needed: _____ am/pm to _____ am/pm

Special Equipment Used (generators, condors, etc.): _____

Special Effects (stunts, animals, gunfire, noise, etc.): _____

Special Requests (barricades, alteration to City property, etc.): _____

Moving to another location upon completion? __Yes __No If yes, list location: _____

Additional information (include any prep and wrap activities, times, parking):

The Applicant:

1. Is the event's responsible person and must be available on site for entire event.
2. Will perform all required maintenance and clean-up of entire site during and after event.
3. Is responsible for payment for costs related to event and any damages to area or equipment.
4. Must possess permit during event.
5. Is responsible for all the activities permitted hereunder which must be operated in conformity with all applicable laws and regulations including, but not limited to, all safety and health laws as may apply. Participants are to obey all traffic control devices and/or police commands.
6. Is responsible for security to protect the internal operations of said activities.
7. Must not advertise the event until approval to do so from the City of Rochester/Bureau of Communications.
8. Applicant is obligated to review and adhere to the Governor’s COVID-19 Executive Orders, including Department of Health guidance, respecting attendance limitations on indoor and outdoor gatherings, permitted hours of operation, social distancing requirements, face covering requirements, and attendees’ mandatory proof of negative COVID-19 test results (within 48 hours of the event) or appropriate vaccination(s) (at least 2 weeks prior to the event). Failure to strictly adhere to applicable Governor’s Executive Orders will result in immediate termination of the Special Event Permit without prior notice.

The Special Event Permit is not transferrable.

The City•

1. Reserves the right to determine to whom permits are issued.
2. Reserves the right to determine if, and when, streets will be closed for an event.
3. Can cancel the permit if the permittee is in violation of the terms and conditions of permit.
4. Is NOT responsible for any sums of money expended by applicant in anticipation of the planned activity.

Applicant hereby agrees to indemnify and hold harmless the City of Rochester, its officers and employees from any and all claims of damage to persons or property that may result from the activities permitted hereunder. The permittee shall, if requested, furnish Corporate surety or proof of insurance for such indemnity and in such amount as may be deemed requisite.

State of New York
County of Monroe ss:
City of Rochester

-----, being duly sworn, deposes and says that he/she is the true named applicant, or representative of said applicant, that the statements in said application are true, and that I have read and understand the rules and regulations.

Signature of Applicant _____

Subscribed and sworn to before me this _____ day of _____, 20_____

Expires: _____

Commissioner of Deeds/ Notary Public