



City of Chester
TV, Film and Video Production
Permit Policy and Application
1 Fourth Street
Chester, Pennsylvania 19013

Permit Application Guidelines and Fees

The City of Chester's TV, Film and Video Production Permit Policy is designed to provide effective coordination of filming or videotaping of television and feature productions that are conducted throughout the year. When reviewing the Policy and filling out the permit application for your production, please note the following:

- The City will request reimbursement for certain costs for services provided by the City, e.g., Police, in connection with your production. Please contact the Police Staff to arrange extra duty detail at: (610) 447-8402.
- The application for a TV, Film and Video Permit must be submitted no later than thirty (30) calendar days prior to the first day of the production along with the NON-REFUNDABLE PERMIT FEE. Each additional day of filming will be \$50 plus reimbursable expenses. Applications submitted less than thirty (30) calendar days prior to the proposed production must include an additional \$50 late fee and may be declined a permit.
- Arrangements for filming or videotaping *should not* be finalized until such time as you have received a permit. No such production can take place without a permit.
- You will be required to provide commercial liability insurance for the production as determined by the City's Solicitor's Office. The Insurance Certificate must be submitted in accordance with the attached Insurance Requirements. Please contact the Solicitor's Office at (610) 447-7716 or jbrown@chestercity.com if you need assistance.
- Adjoining property owners/neighbors must be notified at least two weeks in advance of the scope and timeline of your production. The Mayor's Office must be copied on this communication. Please email this letter to ajohnson@chestercity.com or fax (610) 447-7718, Attn: Amanda Johnson.

PLEASE COMPLETE THIS FOUR-STEP APPLICATION AND RETURN WITH THE REQUIRED FEES TO THE MAYOR'S OFFICE. CORPORATE CHECKS OR MONEY ORDERS MADE PAYABLE TO THE CITY OF CHESTER.

FILMING APPLICATION

Please note that all requests to film the interior of any City building must have a meaningful and accurate association with the resource or contribute to the public understanding and appreciation of the resource. Commercial filming is not permitted within City buildings during regular business hours. It is prohibited to charge an admission fee to participate in a commercial filming or still photography activity.

The enclosed Filming Application must be completed **in full detail** and returned to the Mayor's Office. Please fill out completely with as much detail as possible to avoid processing delays. The information on the application will be used by the Mayor's Office to evaluate the impact of the proposed activity on City resources and constituents.

A completed application package consists of:

1. Completed and signed application form
2. Non-refundable processing fee
3. Location fees
4. Certificate of Insurance as outlined on the attached

The applicant agrees to carry a general liability insurance policy against claims occasioned by the action or omissions of the applicant, their agents and employees in carrying out the requested activities and operations. Such insurance shall be in the amount of \$1,000,000.00 unless otherwise specified. The *Certificate Holder* on the policy must read as follows: *City of Chester, 1 Fourth Street, Chester, PA 19013.*

COMMERCIAL FILM AND PHOTOGRAPHY NON-REFUNDABLE PROCESSING FEES

Student filming/photography \$25.00

Involves 10 or fewer total cast and crew
Requires less than one day to complete
Is part of an education program and the applicant has supplied a description on school letterhead
Does not require supervision by city staff

Category I filming/photography \$75.00

Exteriors only
Does not require filming supervision by city staff
Involves 10 or fewer total cast and crew
Requires less than 4 hours to complete

Category II filming/photography \$150.00

Building interiors & exteriors, publicly accessible spaces
Requires supervision by city staff
Involves 10 or fewer total cast and crew
Requires less than 8 hours to complete

Feature filming \$750.00 per day

Requires project review

Requires night filming
Limits or alters public access
Requires advance notice to the public (warning signs)
Requires traffic control (intermittent closures or detours)
Requires filming supervision by city staff
Involves 30 or more total cast and crew
Requires large vehicles, including generator trucks, trailers, grip trucks, motor homes, etc.

LOCATION FEES

Commercial Filming and still photography permits are subject to the following location fee schedule:

Motion Picture/Videos

1-5 people: camera and tripod only	\$0/day
5-20 people:	\$50.00/day
Over 20 people:	\$100.00/day

Still Photography

1-10 people:	\$0.00/day
11-30 people:	\$25.00/day
Over 30 people:	\$50.00/day

NOTICES

This is an application *only*, and does not serve as permission to conduct any special activity on the City premises. The information provided will be used to determine whether a permit will be issued. Send the completed application along with the application fee in the form of a cashier's check, money order or corporate check made payable to the City of Chester, 1 Fourth Street, Chester, PA 19013 c/o Amanda Johnson Mayor's Office.

If your request is approved, a permit containing applicable terms and conditions will be sent you. The permit must be signed by the responsible person and returned to the City for final approval by the City Officials before the permitted activity may begin.

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** A nonrefundable processing fee of (see below fee schedule) must accompany this application. You must allow a minimum of fourteen days (14) for the City to process your request. You will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the City of Chester as an additional insured.

*** Enter either a social security number OR a tax ID number; we do not require both.**

Applicant Name				Company/Organization Name			
ID/ Driver's License #*				Tax Identification Number*			
Street Address				Street Address			
City	State	Zip Code	Country	City	State	Zip Code	Country
Telephone Number				Contact Name			
Cell Phone Number				Telephone Number			
Fax Number				Fax Number			
Email Address				Email Address			
PROJECT INFORMATION							
Project Name				Telephone Number		Cell Phone Number	
Location Manager				Email Address			
Type of Project <input type="checkbox"/> Video/Motion Picture/Movie <input type="checkbox"/> Still Photography <input type="checkbox"/> Music Video							
Detailed Description of Onsite Activities. Must Attach Lyrics for Music Video (attach additional pages, if necessary)							
LOCATION SCHEDULE							
Date	Location	Start	End time	Interior/ Exterior	Activity: Set-Up/Film/ Non-Filming/Breakdown	Number of Cast/Crew*	

* number in this column should include all individuals present at the location

EQUIPMENT

Description of equipment, backdrops, sets, props (attach additional pages, if necessary). Please note if any of the following will be included: weapons, animals, minors, nudity, Alcohol, Drugs, and Drug Paraphernalia.

NUMBER OF VEHICLES

Cars, SUVs, or light pick-up trucks, Dirt Bikes, etc.

Vehicles greater than a 10,000 lbs. (class 3 or higher)

Have you physically visited the requested area?

Yes No

When answering "Yes" to any of the following questions, provide additional information using additional pages.

Do you have, or are you applying for, a permit with another Federal, State or local agency for this activity?

Yes No

Have you had previous permits from the City of Chester?

Yes No

Have you ever been denied a permit or had a permit revoked by a Federal agency, for this activity?

Yes No

Are there any pending Federal investigations against you which involve a commercial filming activity?

Yes No

Do you plan to advertise or issue a press release before the event?

Yes No

Do you anticipate any security concerns? If yes, explain (attach additional sheet).

Yes No

CONTACTS

Person on location responsible for adherence to all terms & conditions of the permit

Name

Title

Telephone Number

Cell Phone Number

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Printed Name

Title

Company Name

Signature

Date

City of Chester
TV, Film, Video Production and Special Event Permit
Insurance Requirements

Indemnification

To the fullest extent permitted by law, Sponsor agrees to defend, indemnify, pay on behalf of , and save harmless the City of Chester, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys’ fees and all other costs connected therewith, arising out of or connected to the Sponsor’s proposed use or occupancy of the premise(s) of the City of Chester except for any claims, liability, demands, suits or loss arising from the willful or grossly negligent acts of the City of Chester, its elected and appointed officials, agents, employees and authorized volunteers.

Insurance – Compliance with the terms of this section is:

_____ X _____ Required _____ Suggested _____ Waived

1. The Sponsor shall purchase and maintain through the term of this agreement or its use or occupancy of the City of Chester premise(s) commercial general liability insurance or its equivalent with minimum of:

- \$1,000,000 each occurrence;
- \$1,000,000 personal and advertising injury;
- \$2,000,000 general aggregate; and
- \$1,000,000 products/completed operations aggregate

2. This commercial general liability insurance or its equivalent shall include coverage for all of the following:
 - a) Liability arising from premise(s) and operations;
 - b) Liability arising from products and completed operations;
 - c) Contractual liability including protection for the Sponsor from bodily injury and property damage claims arising out of liability assumed under this agreement;
 - d) Liability arising from the explosion, collapse, or underground (XCU) hazards;
 - e) Liability arising from athletic or sports participation; and
 - f) Liability arising from bodily injury to spectators.
3. The City of Chester and its elected and appointed officials, officers, agents, employees and authorized volunteers shall be named as additional insured on the commercial general liability insurance policy for the period during which the Sponsor uses or occupies the premise(s) of the City of Chester. The following wording must be used on the additional insured endorsement issued by the general liability insurer and shown on the insurance certificate submitted by the Sponsor as evidence the Sponsor has purchased commercial general liability insurance.

“The policy is amended to include as additional insured the City of Chester and its elected and appointed officials, officers, agents, employees and authorized volunteers, but only liability arising out of our operations on, at or adjacent to premise(s) of the City of Chester.”

4. If the Sponsor has any owned autos, the Sponsor shall purchase and maintain through the term of this agreement or its use or occupancy of the City of Chester premises business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for liability arising out of the ownership, maintenance or use of any auto and for automobile contractual liability.

5. If the Sponsor has any employees, the Sponsor shall purchase and maintain throughout the term of this agreement or its use of occupancy of the City of Chester premises worker compensation insurance or its equivalent with statutory benefits as required by any state or Federal Law, including standard “other states” coverage, and employer’s liability insurance or its equivalent with minimum limits of:
 - \$100,000 each accident for bodily injury or accident;
 - \$100,000 each employee for bodily injury by disease; and
 - \$500,000 policy limit for bodily injury by disease

6. The Sponsor shall purchase and maintain throughout the term of this agreement or its use or occupancy of the City of Chester premises umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:
 - \$5,000,000 per occurrence;
 - \$5,000,000 aggregate for other than products/completed operations and auto liability; and
 - \$5,000,000 products/completed operations aggregate and including all of the following coverages on the applicable schedule of underlying insurance:
 - a. Commercial General Liability;
 - b. Business Auto Liability; and
 - c. Employers Liability.

Waiver of Subrogation

To the fullest extent permitted by law, the Sponsor and its employees, officials, volunteers, agents and representatives waive any right of recovery against of the City of Chester and its elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys’ fee) arising out of the Sponsor’s proposed use or to occupancy of the premises of the City of Chester or arising out of the Sponsor’s operations on, at or adjacent to any premises of the City of Chester. The Sponsor shall advise its insurers of the foregoing and such waiver shall be provided under the Sponsor’s commercial property and liability insurance policies and the Sponsor’s workers compensation insurance policy, if any.

Damage to property of the Sponsor and its Invitees

The Sponsor and its employees, officials, volunteers, and agents shall be solely responsible for any loss or damage to property of the Sponsor or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the City of Chester.

Please fax or email required documents to Amanda Johnson, ajohnson@chestercity.com Fax: 610-447-7735
Phone: 610-447-7718.