



# Photography/Filming Request

## City of Mt. Shasta

**Allow 30 days for approval**

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX #: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Backup contact Name Backup Contact & Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

Production Date(s): \_\_\_\_\_

**I. Production Information:**

**Type Film, please check all that apply:**

- Still Photography    Commercial    TV Movie    TV Episodic    Feature  
 Music Video    Corporate Video  
 Other \_\_\_\_\_

**Personnel (Total number of people on location, avg.-max):**

\_\_\_\_\_

**Proposed Location(s) (including size of area needed and site map):**

\_\_\_\_\_

\_\_\_\_\_

**Dates:** \_\_\_\_\_

**Set Up (date, length of time, time of day)**

\_\_\_\_\_

**Filming**

**(start/stop):** \_\_\_\_\_

**Alternate filming date:**

\_\_\_\_\_

**Breakdown and restoration**

**(start/stop):** \_\_\_\_\_

**Parking (vehicles, vehicle type, equipment, aircraft, how many, where):**

\_\_\_\_\_

**Staging (dressing rooms, catering, portable restrooms, etc.):**

\_\_\_\_\_

\_\_\_\_\_

**Stunts/Special Effects Proposed, please check all that apply:**

- Pyrotechnics    Hazardous Materials    Wild Animals    Aerial Stunts  
 Riparian Area    Developed Recreation Site  
 Other \_\_\_\_\_

**II. Description of Activity:**

(Including map of area, attach narratives, and story boards as needed)

**III. Description of Equipment:**

Equipment detail, please check all that apply:

- Generators
- Cars
- Trucks
- RV's
- Other

Traffic and safety control, street, or special closures, or other measures needed: (identify streets, dates, and length of closures)

---



---

**Action involving vehicles and/or equipment:**

---



---

**Props proposed:**

---



---

(Company will be required to make deposit equal to anticipated city incurred costs, billed at \$35.00 per hour for Public Works and \$40.00 per hour for Public Safety Personnel, plus and City furnished material and any administrative costs.)

**To be completed by City of Mt. Shasta**

Fees:

Photography/Filming fee: \_\_\_\_\_

Collection Agreement: \_\_\_\_\_

Certificate of Insurance: \_\_\_\_\_

Bonding Information: \_\_\_\_\_

Property Owner Permission Required:  Yes  No (Must have a copy of letter of permission)

Road Encroachment Permit Required:  Yes  No (Only if streets are being closed)