

# City of Lafayette

## Location Permit

*\*A separate permit must be filled out for any City property used in production. Any location changes before or during production must be communicated and approved.*

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

Location Type: \_\_\_\_\_

Location Name: \_\_\_\_\_

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

Film Dates: \_\_\_\_\_ No. Of Days: \_\_\_\_\_

Start Time (Tail lights): \_\_\_\_\_ Finish Time (Tail lights): \_\_\_\_\_

Open or Closed to the Public: \_\_\_\_\_

Production Manager: \_\_\_\_\_ Email: \_\_\_\_\_

Office Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Location Manager: Name: \_\_\_\_\_ Email: \_\_\_\_\_

Office Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Location Assistant: Name: \_\_\_\_\_ Email: \_\_\_\_\_

Office Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Fax: \_\_\_\_\_

**Generic Conditions:**

Equipment, cast and crew vehicles parked on public streets must park on one side of street and must adhere to all legal requirements unless authorized by the film permit.

Must maintain an adequate legal clearance on all sidewalks/walkways/entrances.

Must maintain local/emergency access.

Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.

Production is required to confirm that all traffic control signage devices are in place before shooting.

Designated smoking areas must be at least 25 feet from a public entrance.

Production representative must have a copy of the film permit and location permit in their possession at all times.

Please read and follow *Filmmakers' Code Of Professional Responsibility*.

<b>Equipment on Location:</b>	<b>Type</b>	<b>Quantity</b>
	5 or 10 ton trucks	_____
	Beebe light/Nite sun	_____
	Cast/Crew vehicles	_____
	Condors	_____
	Cranes	_____
	Cube Trucks	_____
	Generator	_____
	Honey Wagons	_____
	Picture vehicles	_____
	Portable restrooms	_____
	Scissor Lifts/Condors/etc	_____
	Semi Trucks	_____
	Stake bed Trucks	_____
	Trailers	_____
	Vans	_____
	Other	_____

<b>Personnel on Location:</b>	<b>Type</b>	<b>Quantity</b>
	Crew	_____
	Cast	_____
	Extras	_____
	Hired Officer(s)	_____
	Other	_____

**Filming Activities:**

<b>Parking:</b>	<b>Base Camp</b>	<b>Crew Parking</b>
	Location Type: _____	Location Type: _____
	Address: _____	Address: _____

**\*INSURANCE:**

**In order for you or your organization to be eligible for this Permit, you must submit with your location permit a CERTIFICATE OF INSURANCE which includes:**

1. The name and address of the insured person or Production Company.
2. That the policy provides Commercial General Liability in the amount of at least One Million Dollars (\$1,000,000) [usually listed as 1,000 thousands] in US currency or its equivalent per occurrence with a \$1,000,000 aggregate.
3. An additional insured endorsement that reads:  
***The Lafayette City-Parish Consolidated Government, its officials and employees  
705 West University Ave  
Lafayette, LA 70506***
4. The name of the insurance company and of the broker, with the broker's phone number.
5. The policy number.
6. The dates for which the policy is in effect, including both the start and expiration dates.  
That the policy may not be modified or canceled without seven days prior written notification to the Lafayette Entertainment Initiative.

**PERMIT TERMS AND CONDITIONS**

1. **CLEAN AND RESTORE PROPERTY.** All City property, including City streets, shall be cleaned and restored to the same condition as existed prior to the filming activity.
2. **HOLD HARMLESS/LIABILITY AGREEMENT.** The applicant for a film permit (hereafter called "Permittee") agrees to reimburse the City of Lafayette (hereinafter called "City") for all costs incurred by the City to repair or replace City property damaged in connection with filming activity which are caused (in whole or in part) by the Permittee, its officers, employees, agents, or any person(s) acting with acknowledge or consent (express or implies) of the Permittee. Permittee further agrees to defend, without cost, indemnify, and hold harmless, the City, its officers, agents, employees, from all actions, suits, claims, damages, losses and liability of any kind whatsoever, including attorney's fees for any injury to, or death of, person, or damage to property, including City property, which arise in any connection with the filming activity for which this film permit is issued which are caused by (in whole or in part) the Permittee, its officers, employees, agents, or any person(s) acting with the knowledge or consent (express or implied) of the Permittee, regardless of whether any act, omission, or negligence active, passive, or concurrent of the City of Lafayette or its officers or employees contributed thereto. The indemnity provided herein does not require payment as a condition precedent to recovery under the same.
3. **INSURANCE.** Permittee shall procure and maintain in full force at all times while this permit shall be in effect, the insurance requirements as specified by Lafayette Ordinance.
4. **COPY OF PERMIT MUST BE ON LOCATION.** The person in charge of the filming activity shall retain a copy of this film permit and all attachments on location.
5. **STOPPING OF VEHICULAR OR PEDESTRIAN TRAFFIC.** No vehicle or pedestrian traffic shall be stopped during filming activities unless otherwise specifically authorized by a street closure permit.

6. **USE OF PRIVATE PROPERTY.** Permittee acknowledges and agrees that the permission granted herein does not include permission to conduct filming activities or other use of privately owned property. It is the Permittee's obligation to obtain all requested consents.
7. **HOURS OF FILMING.** No filming activity shall occur between the hours of 12:00 a.m. and 4:00 a.m. in residential zones or within 150 feet of a residential dwelling unless permission is otherwise specifically authorized by this permit.
8. **BULLHORNS/SIRENS PROHIBITED.** There will not be gunfire, explosions, sirens, public address systems, or other similar noise producing equipment unless specific authorization for its use has been granted in this permit by the City.
9. **PERMISSION REQUIRED FOR ALTERING CITY PROPERTY.** City property, i.e., street signs, parking zones, etc., shall not be removed, defaced, or altered in any way unless specific authorization has been granted in this permit by the City. Daily restoration of traffic control devices or other improvements may be required.
10. **STATIONING OF EQUIPMENT ON PUBLIC PROPERTY.** No equipment used in or for the purpose of, the filming activity shall be placed on City streets, sidewalks, or other City property, except as so noted in the approved parking plan.
11. **PARKING OF PRODUCTION VEHICLES.** Except as specifically authorized in the approved parking plan, parking of production vehicles shall be limited to one side of the street only. At no time shall production vehicles be parked illegally, e.g., bus zones, crosswalks, fire hydrants, double parking etc unless otherwise specifically authorized by the City.
12. **VEHICLE IDENTIFICATION:** All production vehicles shall be visibly identified (including equipment rental vehicles) with the name of the film company. Such identification is to be placed in the windshield of each vehicle while on location.
13. **NO PARKING SIGNS.** Production must request no parking for filming purposes a minimum of 48 hours prior to call time. A production representative will then accompany a City representative in post the signs.
14. **NO CONGREGATING ON PRIVATE PROPERTY WITHOUT OWNER'S PERMISSION.** It is the duty of the Permittee to ensure that all members of the production crew and extras are instructed not to use or congregate on any private property without the express permission of the property's owners.
15. **ACTORS PORTRAYING POLICE OFFICERS/POLICE VEHICLES.** Any prop vehicles as marked radio police cars shall have their light bars covered and skins (decals) covered at all times not on camera. Actors and/or police vehicles must not impersonate a police officer to the public.
16. **STUNT/STREET DRIVING PROVISIONS.** No stunts will be performed without permission and the use of qualified stunt and safety personelle. No filming on public streets, driving or static, will be done without permission and approved safety and traffic control plans (if any needed).
17. **USE OF CITY NAME:** Unless specifically approved by the City, no reference shall be made by dialogue or picture to the Lafayette Police or Fire Department, or the officers, or personnel of said departments or to the City of Lafayette, except as persons familiar with the community might recognize

the locale.

18. NOTICE TO NEIGHBORHOOD: The film company shall notify a neighborhood a minimum of 48 hours before filming in a residential neighborhood. The Permittee must notify, in writing, the residents in the areas as to the company's shooting times, and the name, address, and phone number of the company's local office or representative. Prior to the filming, the City must be notified that this information has been distributed.

19. NEIGHBORHOOD FUNCTION: The film company shall not interfere with the normal activities of a neighborhood. Filming crews and equipment shall not interfere with street sweeping or refuse collection. No littering is permitted and the area must be cleaned up completely before leaving the film location. The public must not be deprived egress and ingress to private or public property.

20. SHUT DOWN: Applicant acknowledges that violations of these terms will cause immediate shut down of the production.

21. APPEAL: The applicant, or other interested person, may appeal a permit denial, approval, permit condition, or permit revocation or refusal to waive a deadline by filing a written appeal within five (5) days of the date of the City's action on the permit. The appeal will be heard by the City Council.

22. OTHER PERMIT CONDITIONS/INCLUDING ADDITIONAL INSURANCE REQUIREMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. WITH:\_\_\_\_ WITHOUT:\_\_\_\_ ADDITIONAL CONDITIONS ATTACHED

**STATEMENT OF PERMITTEE:**

By signing below, I agree to comply with the terms and conditions of the Location Permit for the City of Lafayette including the Hold Harmless/Liability Agreement.

**The applicant will be responsible for providing, maintaining and installing traffic control devices necessary for the street closure according to the traffic control plan provided to him by the Department of Traffic & Transportation. The applicant will indemnify and forever hold the Lafayette City-Parish Government harmless against each and every claim, demand or cause of action that may be made or come against it by reason of or in any way arriving out of the closing or blocking of the right-of-way approved under this permit.**

**Authorized Production Representative- Comment:**\_\_\_\_\_

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

**Lafayette Entertainment Initiative-** Comment: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Department-** Comment: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Police Department-** Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Traffic & Transportation Department-** Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**\*PUBLIC:**

**By signing this petition, you are indicating your support or opposition of the proposed entertainment production closure detailed on the reverse of this petition. It is not the responsibility of the applicant to determine if the signee has authority to sign on behalf of the property owner.**

1. Address: \_\_\_\_\_  
 Print name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Please Indicate: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_

2. Address: \_\_\_\_\_  
 Print name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Please Indicate: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_

3. Address: \_\_\_\_\_  
 Print name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Please Indicate: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_

4. Address: \_\_\_\_\_  
 Print name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Please Indicate: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_

5. Address: \_\_\_\_\_  
 Print name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Please Indicate: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_

6. Address: \_\_\_\_\_  
 Print name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Please Indicate: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_

7. Address: \_\_\_\_\_  
Print name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Please Indicate: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

8. Address: \_\_\_\_\_  
Print name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Please Indicate: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

9. Address: \_\_\_\_\_  
Print name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Please Indicate: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

10. Address: \_\_\_\_\_  
Print name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Please Indicate: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

11. Address: \_\_\_\_\_  
Print name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Please Indicate: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

12. Address: \_\_\_\_\_  
Print name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Please Indicate: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

13. Address: \_\_\_\_\_  
Print name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Please Indicate: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

## FILMMAKERS' CODE OF PROFESSIONAL RESPONSIBILITY

TO THE PRODUCTION: Filming on location generally means utilizing property that is someone else's house, store, etc., or a public street, sidewalk or other facility. Production company personnel are guests in such places, and are obligated to conduct themselves as such, and treat the public and the location with courtesy. It should not be expected that everyone in the surrounding environment will alter their lives to accommodate the needs of film production.

TO THE PUBLIC: If you find this production company is not adhering to the Filmmaker's Code of Professional Responsibility, please call Julie Bordelon, Lafayette Entertainment Initiative at 337.291.3456 or Dax Allen, LEDA at 337.593.1402

1. The Filmmaker's Code of Professional Responsibility will be attached to every permit, and must be shown to any member of the public who asks.
2. Production companies arriving on location in or near a residential neighborhood should enter the area respectfully, turning engines off as soon as possible. Cast and crew must observe designated parking areas.
3. Moving or towing vehicles is prohibited without the express permission of the municipal jurisdiction or the vehicle owner.
4. Production vehicles may not block driveways without the express permission of the municipal jurisdiction or the driveway owner. Vehicles may never block fire hydrants or fire dept access.
5. Meals must be confined to the area designated in the location agreement or permit. Individuals must eat within the designated meal area. All trash must be disposed of properly upon completion of the meal.
6. All catering, crafts service, construction, strike and personal trash must be removed from the location.
7. Removing, trimming and or cutting of vegetation or trees is prohibited unless approved by the owner, or in the case of tree lawn, the local municipality and the property owner.
8. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of the location, unless stipulated otherwise by the location agreement or the permit.
9. When departing the location , all signs posted to direct the company to the location must be removed.
10. Noise levels should be kept as low as possible. Generators should be placed as far as practical from residential buildings. Do not let engines run unnecessarily.
11. All members of the production company should wear clothing that conforms to good taste and common sense. Shoes and shirts must be worn at all times.
12. Crew members must not display signs, posters or pictures that do not reflect common sense and good taste.
13. Cast and crew are to remain on or near the area that has been permitted. Do not trespass onto a neighboring resident's or merchant's property.
14. Cast and crew must not bring guests or pets to the location, unless expressly authorized in advance by the production company.

15. Designated smoking areas must be observed and must be at least 25 feet from a public entrance, and cigarettes must always be extinguished in butt cans.
16. Cast and crew must refrain from using lewd or offensive language within earshot of the general public.
17. Cast and crew vehicles parked on public streets must adhere to all legal requirements unless authorized by the film permit.
18. The company must comply with the provisions of the permit at all times.