

City of Lafayette

Filming Permit Application

Date: _____

Production Title: _____ Production Type: _____

Production Company: _____ Phone: _____ Fax: _____

Address: _____ (city) _____ (state) _____ (zip) _____

Email: _____ Website: _____

Contact: _____ Cell Phone: _____ Email: _____

Producers: _____

Director: _____ 1st AD: _____

Line Producer: _____ Production Manager: _____

Location Manager: _____ Location Assistant: _____

Production Budget: _____ Total Crew: _____ No. Of Hotel/Motel Nights: _____

No. Of Production Days: _____ Start Date: _____ Wrap Date: _____

Check All That Apply:

Street Closure: _____ Intermittent Traffic Control: _____ Parking Meter Bagging : _____

Use of City Property: _____ Pyrotechnics/Fire: _____ Weapons: _____

Street Parking Postings: _____ Stunts: _____ Special/Other: _____

***LOCATIONS:**

A list of all locations, public or private, must be provided as soon as they become available. (Any location changes before or during production must be communicated and approved.)

When filming on City property please see **City of Lafayette Location Permit at **LafayetteEntertainment.org****

Thank you for filming in Lafayette! Please follow the **FILMMAKERS' CODE OF PROFESSIONAL RESPONSIBILITY** listed below.

***INSURANCE:**

In order for you or your organization to be eligible for a Permit, you must submit with your permit application 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.

Let us know if you have any questions and/or how we can assist you, contact:

Julie Bordelon, Lafayette Entertainment Initiative
www.LafayetteEntertainment.org
jbordelon@lafayettela.gov
337.291.3456
or
Dax Allen, LEDA
daxa@lafayette.org
337.593.1402

Dated: _____

Title: _____

Authorized Signature: _____

Print Name: _____

Cell Phone: _____

Fax: _____

APPROVED BY:
CITY OF LAFAYETTE

Dated: _____

Title: _____

Authorized Signature: _____

Print Name: _____

Cell Phone: _____

Fax: _____

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.