

Permit Number:
FILM - _____ - 20____



Film & Print Permit Application

Company Applying for the Permit:

Company Name: _____
Address: _____ City: _____ State: _____
Contact Person: _____ Telephone: (____) _____ Email: _____

Project Information:

Project Title: _____
Location: _____ Date and Time(s): _____
Base Camp Location *(if different from filming location)*: _____
Please briefly describe the type of production and scope of the project being filmed/shot in North Miami: _____

Project Size & Budget:

Approximate Production Costs: \$ _____
of Crew Members: _____
Approximate Production Costs in the City of North Miami: \$ _____
Do you plan on taking advantage of any of the pre-production or production incentives *(see page #)*: YES NO

Acknowledgement: I have read the requirements and agree to abide by the City's Administrative Regulation 00-51.

Failure to do so will delay the film & print permitting process, and may result in a violation subjecting the offender to fines stated in the administrative regulations.

Signature

Date

Please e-mail the permit application and the required information to cpd@northmiamifl.gov

For City Use Only

Department Approval

Approved:

Tanya Wilson
Community Planning &
Development Director

Theresa Therilus, Esq.
City Manager

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Extended Production Permit Application

To qualify for an extended production permit, productions must be substantially similar to original production and require multiple days of filming over an extended period of time. Productions that deviate substantially from the approved production application require a separate permit application and assessed fee. Please note that determination of similarity of productions will be made by City Staff.

Are your future productions substantially similar to the original production being described on the previous page?

YES

NO

Please indicate the estimated number of production days needed and dates of production. If exact dates are not known, please indicate the estimated month of production. **Please note that if the exact date is not specified, the City must receive forty-eight (48) hours written notice (by signed letter or email) prior to each subsequent film production.** All dates of future production must be within twelve (12) months of date of permit application.

Location: _____

Date: _____

Location: _____

Date: _____

Location: _____

Date: _____

Location: _____

Date: _____

Location: _____

Date: _____

Location: _____

Date: _____

Extended Fee for Major productions:
\$250.00 for a maximum of two (2) days
Additional upfront fee of \$150.00 for each subsequent day of production listed on the application.

Extended Fee for Minor productions:
\$100.00 for a maximum of two (2) days
Additional upfront fee of \$25.00 for each subsequent day of production listed on the application.

Acknowledgement: I have read the requirements for extended production permits and agree to abide by the City's Administrative Regulation 00-51.

Failure to do so will delay the film & print permitting process, and may result in a violation subjecting the offender to fines stated in the administrative regulations.

Signature

Date

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Preproduction Incentives

Any production to be filmed in the City that invests in North Miami businesses within the North Miami Community Redevelopment Agency Boundary (see northmiamicra.org) may be entitled to 30% reimbursement of total expenditures over \$10,000 and up to \$50,000. Incentives are subject to funding availability through the North Miami Community Redevelopment Agency and/or the City.

Any production to be filmed in the City that invests more than \$20,000 in North Miami businesses, may be given free and/or reserved parking during production.

Any production to be filmed that invests more than \$50,000 in North Miami businesses, may be given free and/or reserved space to use as a "Base Camp" during production.

To apply for Pre-production incentives, please fill out the following information:

Total spent in North Miami CRA (For Reimbursement Incentives): \$ _____

Total Reimbursement Request from CRA expenditures: \$ _____

Total spent at North Miami Businesses (For Parking/Base Camp Incentives): \$ _____

Approximate # of Free Parking Spaces Requested _____

Approximate space (square feet/acres) needed for reserved Base Camp: _____

To be awarded preproduction incentives, please submit the following as proof of expenditures:

For CRA Reimbursement

- Production reports indicating expenditures and details of activity/use
- Invoice(s) from production company to City with specific line item expenses and descriptions
- Itemized receipts and/or paid invoices from North Miami businesses in CRA boundary
- Expenses must be made before filming begins and/or must be related to specific production on Film Permit application

For Free Parking/Base Camp

- Itemized receipts and/or paid invoices from North Miami businesses
- Expenses must be made before filming begins and must be related to specific production on Film Permit application

Acknowledgement: I have read the requirements and guidelines for incentives and agree to abide by the City's Administrative Regulation 00-51. I acknowledge that all records, documentation, and expenditures are accurate, and that all expenses are related to this specific film permit production. I understand that falsifying documentation or expenditures may result in a violation subjecting the offender to fines stated in the administrative regulations and/or criminal and civil penalties under State of Florida law.

Signature

Date

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For productions with more than twelve (12) crew members and budget of more than \$30,000, fees for use of City facilities such as City parks, community centers and other public locations may be waived.

For productions with a budget of over \$100,000, administrative fees for hiring off-duty Police officers may be waived.

To apply for production incentives, please fill out the following information:

Total Production Budget: \$ _____ Total Number of Crew Members: _____

To be awarded production incentives, please submit the following as proof of expenditures:

- Production report indicating production activity
- Detailed line-item budget for production with supporting documentation justifying expenses
- List of crew members including full name, phone number, and email address
- Expenses must be made before filming begins and/or must be related to production on Film Permit application

Incentives for post-production work may be available on a case by case basis. Please contact us at (305) 893-6511 ext. 19000 or by email at cpd@northmiamifl.gov to learn more.

The City reserves the right to request additional documentation related to the production budget or contact members of the film crew at its discretion.

Acknowledgement: I have read the requirements and guidelines for production incentives and agree to abide by the City's Administrative Regulation 00-51. I acknowledge that all records, documentation, and expenditures are accurate, and that all expenses and budgets are related to this specific film permit production. I understand that falsifying documentation or expenditures may result in a violation subjecting the offender to fines stated in the administrative regulations and/or criminal and civil penalties under State of Florida law.

Signature

Date

CITY OF NORTH MIAMI PARKS & RECREATION DEPARTMENT FILMING/INDEMNIFICATION AGREEMENT

Date(s) of reservation: _____

FEES & CHARGES

FOR OFFICE USE ONLY

EVENT USE:

- Media Shoot (crew of 12 or less): \$85/hour (2 hour block minimum) = _____
 - Media Shoot (crew 13 or more): \$160/hour (2 hour block minimum) = _____
 - Special event: \$2,000 / 8 hour block (\$200/additional hour) = _____
- From _____ am/pm - To _____ am/pm = _____ hrs.

SECURITY DEPOSIT: \$500 PER EVENT = _____
 CLEANING DEPOSIT: \$500 PER EVENT = _____

*Additional fee may be charged for excessive debris and litter.

TOTAL FEES \$ _____

NAME/PERSON RESERVING THE FIELD: _____
 Street Address: _____ City: _____ Zip: _____
 Home Telephone: _____ Work Telephone: _____

PERSON IN CHARGE AT RENTAL: _____
 Home Telephone: _____ Work Telephone: _____
 Organization: _____
 Purpose of Rental (practice, tournament, fund raising event, etc.): _____
 Number of teams using the facility: _____ Will a registration fee be charged? _____
 How much? _____ Per team. Will food or beverages be sold? _____

AGREEMENT

THE UNDERSIGNED DOES HEREBY AGREE TO INDEMNIFY AND SAVE HARMLESS THE CITY OF NORTH MIAMI FOR ANY DAMAGES INCURRED BY THE CITY OF NORTH MIAMI RESULTING DIRECTLY OR INDIRECTLY FROM USE BY THE UNDERSIGNED OF THE FACILITY.

THIS INDEMNIFICATION SHALL INCLUDE NOT ONLY PHYSICAL DAMAGE TO PROPERTY OF THE CITY (INCLUDING CLEANING THE FACILITY), BUT ALSO ANY CLAIMS BY THIRD PERSONS FOR INJURIES OR PROPERTY DAMAGE RESULTING FROM SUCH USE DUE TO NEGLIGENCE OR INTENTIONAL ACTS OF THE UNDERSIGNED, ITS AGENTS, EMPLOYEES, WORKERS, HEIRS, INVITEES, ADMINISTRATORS OR ASSIGNS.

WHEN RESERVING FACILITIES FOR FILMING, Proof of liability insurance must be provided. Police and/or Security will need to be arranged by the renter with the police department 30 days prior. If a reservation is cancelled, a full refund less \$20.00 administrative fee will be made if written notice is received at least 30 days prior to the date of the reservation. If a reservation is cancelled with written notice within 30 days of the rental, a \$200 fee will be assessed. If a reservation is cancelled with written notice one week prior to the rental date, a \$500 fee will be assessed.

SIGNATURE: _____

IN WITNESS WHEREOF, THE UNDERSIGNED HAS SET HIS HAND AND SEAL ON THIS _____ DAY OF _____, 20__.

WITNESSES SIGNATURE:

1. _____

2. _____