

CE: \_\_\_\_\_  
PW: \_\_\_\_\_  
MCSO: \_\_\_\_\_  
WMFD: \_\_\_\_\_  
CITY CLERK: \_\_\_\_\_



# CITY OF ANNA MARIA

## FILMING EVENT PERMIT APPLICATION & INFORMATION

NAME OF EVENT

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**COMPLETED APPLICATION MUST BE RECEIVED  
AT LEAST SIX (6) WEEKS PRIOR TO EVENT WITH A  
\$250 APPLICATION FEE NONREFUNDABLE**

Date of Event

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From \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

Approved \_\_\_\_\_

PO Box 779  
10005 Gulf Drive  
Anna Maria, FL 34216  
Phone: 941-708-6132  
Fax: 941-708-6136  
*Ordinance: 16-817*

## SPECIAL EVENT PERMIT GENERAL INFORMATION

### ORDINANCE: 18-36 PERMIT REQUIRED: FILMING

All filming operations, as defined in this article, taking place within the city limits, unless specifically exempted in this article, shall require a filming permit prior to beginning filming operations.

(b)

Notwithstanding the foregoing, commercial still photography activities do not require a permit except when:

(1)

The activity takes place at a location normally closed to the general public; or

(2)

The activity uses model(s), set(s), or prop(s) brought into the immediate area used as the location for the photography activity; or

(3)

The city would incur significant administrative expenses to monitor or supervise the activity.

(c)

Permitting standards, procedures and fees.

(1)

All filming operations within the city limits which are subject to permitting must, at a minimum, provide the following:

a.

A fully executed and signed application form along with any required attachments.

b.

Proof, as relevant to the activities applied for, of legal status of the applicant, insurance coverage, and financial, legal and technical capability to conduct the applied-for activities.

(2)

The application form, including its attachments and supporting documents, shall be presented to the *film* commissioner for processing. The *film* commissioner will thereafter forward the application to the city for the city's review.

(3)

The city shall review the application for compliance with this and other applicable ordinances of the city as provided in section 18-38. The city shall approve the application, approve the application with conditions intended to mitigate any adverse impacts caused by the proposed filming operations, or deny the application if the city finds that it does not comply with this or other city ordinances and no conditions can be attached to an approval which would keep the filming operations compliant with city ordinances and regulations.

(d)

The *film* commissioner and the city shall endeavor to automate the application process applicable to the City of Anna Maria so that it may be completed on line to the fullest extent possible.

## FILM APPLICATION DETAILS

The applicant shall provide in detail the nature of the *film* operations, including the following:

\_\_\_\_\_ Number of persons in the crew,  
including any contractors or volunteers:

\_\_\_\_\_ Number of days of operation within  
the city:

Proposed locations of filming operations:

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Detailed description of scenes to be filmed:

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**Should need any Fire Department or Sheriff  
Department assistance please state so in your  
application**

**Insurance coverage:**

(1)

If the *filming* operations will be conducted on city owned property, the applicant shall provide a general public liability insurance policy with the city as an additional insured. The general public liability insurance policy shall be taken out at a minimum of \$300,000.00/\$1,000,000.00 combined limit per occurrence of bodily injury and property damage.

(2)

The applicant shall also be required to post a bond or other financial security showing the city as a payee in order to provide assurances that any city property or rights-of-way used for *filming* shall be cleaned after *filming* operations cease and placed into a similar condition of what it was prior to *filming* operations.

**Use of city equipment:**

The *film* commissioner shall not have the authority to authorize use of city equipment or personnel for filming operations. Said authorization may only be granted by the mayor of the City of Anna Maria or the mayor's designee.

# APPLICATION FOR PERMISSION TO FILM

## Manatee County, Florida

*Manatee County is the agency of record for the Manatee County Film Commission Office, a division of the Bradenton Area Convention & Visitors Bureau*

Please allow three (3) working days after the receipt of your completed application and insurance to obtain approval to film if your shoot has no special requirements. Allow seven (7) working days if there are pyrotechnics, stunts, street closures or traffic control.

Date: \_\_\_\_\_ Filming in the City/Town of: \_\_\_\_\_

### APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Company/Firm: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

### FILM / PROJECT INFORMATION

Name/Nature of Project: \_\_\_\_\_

Producer: \_\_\_\_\_ Director: \_\_\_\_\_

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

Date(s) of Filming: \_\_\_\_\_ Rain Date(s): \_\_\_\_\_

Total Days of Filming: \_\_\_\_\_

Times of Shoot: \_\_\_\_\_

Exact Locations: \_\_\_\_\_

Description of scenes to be filmed: \_\_\_\_\_

Distribution of Film: \_\_\_\_\_

Number of Crew: \_\_\_\_\_ Total Budget: \_\_\_\_\_ Film Rating: \_\_\_\_\_

Number/Type of Vehicles: \_\_\_\_\_

**Special Requirements: (if any)**

- Area to be closed or barricaded
- Traffic control
- Music Amplification

**Type of Project:**

- Commercial video
- Documentary
- TV feature
- Still Photography
- Movie
- Music video
- TV series

Other: \_\_\_\_\_

Structures/tents to be erected. Please indicate size of structure/tent: \_\_\_\_\_  
(You must provide drawing/map indicating where structure/tent will be placed at film location.)

Sanitary facilities (trash, comfort stations, etc.): \_\_\_\_\_

Parking arrangements: \_\_\_\_\_

Security personnel: \_\_\_\_\_

Firearms, pyrotechnics, special effects: \_\_\_\_\_

Will special signage be required? \_\_\_\_\_

**Note: Alcoholic Beverages are not permitted on location.**

**INSURANCE & FEE REQUIREMENTS**

**Insurance Requirements:**

Premises and event liability insurance is required by and must name the municipality where the filming will take place as Additional Insured. Insurance coverage and insurance carriers must be acceptable to the Manatee County Film Commission Office as well as the municipality where filming will take place. An original certificate must be on file, in the film office, prior to filming. The minimum levels required are:

*Bodily Injury Liability (per occurrence) \$1,000,000*  
*Property damage (per occurrence) \$1,000,000*

**Fee Requirements:** Based on municipality, and their fee structure, certain fees may be imposed:

Permit Fee Amount: \$250/per day

Bond Amount \_\_\_\_\_

Insurance Requirement: Minimum requirements stated above.

Other Fees: \_\_\_\_\_

Mail a check in the amount of \$250 per day, prior to filming, to the City of Anna Maria

Address: PO Box 779, 10005 Gulf Drive, Anna Maria, FL 34216

\_\_\_\_\_  
Signature of Applicant/Authorized Rep

\_\_\_\_\_  
Title

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

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

\* \* \* \* \*

**Please return completed application and original certificate of insurance to:**

Manatee County Film Commission Office  
One Haben Blvd.  
Palmetto, FL 34221

Film Commissioner: Debbie Meihls (941) 729-9177 x232 or [debbie.meihls@mymanatee.org](mailto:debbie.meihls@mymanatee.org)  
Film Office Liaison: Monica Luff (941) 729-9177 x231 or [monica.luff@mymanatee.org](mailto:monica.luff@mymanatee.org)  
Fax: 941.729.1820

**Thank you for choosing Manatee County as your location. We will do everything possible to ensure you have a wonderful experience while here.**

\* \* \* \* \*

**Permission to Film granted by:**

\_\_\_\_\_  
Municipality Representative Date: \_\_\_\_\_

\_\_\_\_\_  
Administrative Representative Date: \_\_\_\_\_

\_\_\_\_\_  
Police Dept. Representative Date: \_\_\_\_\_

\_\_\_\_\_  
Fire Dept. Representative Date: \_\_\_\_\_

\_\_\_\_\_  
Film Commissioner/ Liaison Date: \_\_\_\_\_