



RADNOR TOWNSHIP

301 Iven Avenue, Wayne, PA 19087-5297

Phone: 610-688-5600 Fax: 610-688-1279 Website: www.radnor.com

FILM AND VIDEO PRODUCTION PERMIT APPLICATION

Radnor Township's Film and Video Production Permit is designed to provide effective coordination of events, including the filming and videotaping of television, film, commercial, non-profit, and feature productions. Any questions may be addressed to the Public Information Officer Molly Gallagher at 610-688-5600 x197 or mgallagher@radnor.org. Additional fees such as extra-duty police officers and/or overtime public works crews are not included in the Film and Video Production Permit Application. Please contact the Radnor Police Department at 610-688-0503 or the Public Works Department at 610-688-5600 to arrange for extra duty or overtime assistance as may be necessary.

Please note the following information:

- The Film and Video Production Permit fee is \$250.
- The application for a Film and Video Production Permit must be submitted no later than fourteen (14) calendar days prior to the first day of the event.
- No filming or videotaping may take place without an approved permit.
- Once the permit has been issued but no later than ten (10) calendar days before your event, adjoining property owners/neighbors must be notified in writing of the scope and timetable. The Township's Public Information Officer, Molly Gallagher, must be copied on this correspondence.
- The assigned permit is valid for a period of thirty (30) calendar days. Any additional filming done after that time will require a second permit according to the procedures above.
- You will be required to provide proof of commercial liability insurance.
- Productions shooting in Radnor Township are required to carry a minimum of \$1 million liability insurance and provide special language for the endorsement. Check with the Public Information Officer for details.
- Closing of streets and interference with normal traffic requires a permit.
- Very large productions will require a pre production meeting with all Township departments that may be impacted to determine the level of Township services required and their cost.
- Producers must insure that their staff follows all Township Ordinances and the Code of Conduct.
- During months of frequent rain or snow it is strongly recommended that the production company select an alternate or "rain date" for all productions.
- Complete information on Township owned parks, playgrounds, recreation centers, tennis courts, schools and other possible shooting locations is available from the Public Information Officer. These properties are generally available pending permission from the Township. Production companies will be billed for any use of a facility that requires additional off duty manpower or alteration of the facility.
- If you are employing actors under the age of 18 years old in any type of project, whether it be film, video or live action, and you are paying any actors in your production, no matter their age, you will need to comply with the Child Labor Laws of Pennsylvania.

- If you plan to be in the Township to scout locations, please be prepared to give us the following information: the date(s) and the hours you will be scouting locations, the general areas you will be in, the description of your vehicle(s) and the license tag number(s). Requests must be made in advance (7 working days) as this privilege cannot be made retroactive. When scouting locations, please place some type of company identification on or in your vehicle(s). As a general rule, when parking in the Township, please be aware of all standard parking restrictions.
- If you receive a ticket, and you have not made prior arrangements for parking through the Township or followed parking instructions, you will be expected to pay the appropriate fine. If you receive a ticket and you have prior arrangements with the Township and were not in violation of any restrictions to that privilege, please contact the Public Information Officer.
- If barricades are needed for traffic restriction, the production company will be billed accordingly.
- Police cars may be used as props but not for racing and/or stunt driving. The cars must be operated by police personnel within departmental policies.
- Depending on the location and time of the shoot, traffic officers may be requested or required. If you are filming interiors and have only one or two vehicles, police assistance is generally not necessary. If you are filming exteriors and have a small number of vehicles, one or two officers are sufficient. If your shoot requires parking of vehicles in a running traffic lane, restricting or detouring traffic and/or the closing of a street, the number of police officers required will be determined by the Police Department. If five or more officers are required, it is Police Department policy that a supervisor also be assigned to the duty. Production companies also pay for the supervisor's services. All officers have a two (2) hour minimum call. Cancellation of requests for police assistance must be made to the Township by 9:00AM the day prior to the shoot to avoid charges. Requests for additional man power once a shoot has begun must be made to the Commanding Officer by 11:00AM the day prior to the need. Decreases in manpower necessary at a location once shooting has started will be determined by the Commanding Officer.

Please complete all sections of the following application and return with the required fee to the Radnor Township Public Information Officer, Molly Gallagher.

Name of the production: _____

Name/Address of the production company: _____

Production coordinator: _____

Cell phone number: _____

Email address: _____

On-site coordinator's name: _____

On-site coordinator's cell phone number: _____

Purpose/content of the production: _____

Specific location(s) requested: _____

Date(s) of production: _____

Will your production require road closure(s)? Yes _____ No _____

If yes, please list road(s) to be closed: _____

Do you anticipate traffic interruptions? Yes _____ No _____

Will you require Radnor Police assistance? Yes _____ No _____

Will you be using amplified sound? Yes _____ No _____

PLEASE NOTE: Amplified sound may be subject to the Township's Noise Ordinance.

Please list date(s) and time(s) that amplified sound will be used: _____

Will staging be used? Yes _____ No _____

If yes, please describe quantity, sizes, and locations: _____

Will tents and/or canopies be erected? Yes _____ No _____

If yes, please describe quantity, sizes, total square footage, and locations: _____

A copy of the completed and approved permit must remain on-site for inspector's review. The applicant is required to provide portable restrooms and washrooms (as deemed necessary by the applicant), chairs, trash receptacles, and any medical needs for the production at the applicant's sole expense. Failure to adequately provide such amenities could result in a denial of future permit applications.

Cancellation of requested services must be made in writing prior to the event. Failure to provide written cancellation verification may result in the sponsor's being required to reimburse the Township for agreed-upon services.

Additional costs may be assessed to the applicant in the case of damage to Township property and/or excessive cleanup requirements.

By signing below, the Film or Video Production sponsor agrees to indemnify, defend, and hold harmless Radnor Township and its officers, employees, and agents from and against any and all losses, costs (including but not limited to litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by the Film or Video Production sponsor's agents, subcontractors, suppliers, employees, or servants in connection with the permit.

Name of Film or Video Production Sponsor: _____

Signature of Film or Video Production Sponsor: _____

Date: _____

For Radnor Township use only:

Date Received: _____

Approved _____ *Denied* _____

Date Payment Received: _____

Date Permit Issued: _____

Approved/Denied By: Township of Radnor

Signature of Public Information Officer

Signature of Superintendent of Police

Signature of Director of Community Development