

FILM PERMIT APPLICATION

A Film Permit Application **MUST** be completed for any project that takes place on Ogden City property or UDOT property located within Ogden City limits. A formal agreement including rules and regulations will be created upon receipt and approval of the application.

Name of Film Event:			Start Date:		
Location (City Park, street location, etc.) If multiple locations are to be used, please indicate below. Please include a map with this application that shows all items checked on the following pages:					
Description of assistance requested from Ogden City departments (Police, Fire, Streets, Parks, etc.). Additional space for information is provided on subsequent pages:					
Day of Week / Month / Date	Location	Schedule (Including Set- Up & Strike)		Expected Participation	
		Start	End	Actors	Crew
Organization: Name: _____ Address: _____ City, State, Zip Code: _____ Phone: _____					
Contact / Location Manager: Name: _____ Daytime Phone: _____ Street: _____ Cell or Evening Phone: _____ City: _____ State: _____ Zip: _____ FAX: _____ Email: _____					
Secondary Contact: Name: _____ Phone: _____ Email: _____					
Signature (or name if form is transmitted electronically):				Date:	
Received by:				Date:	
Permit Issued by:				Date:	

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF THE EVENT

Failure to complete all sections of this form and meet all requirements may result in delay or limitations for your project. Ogden City Corporation reserves the right to deny approval of permit for filming that does not comply with Ogden City ordinances and/or policies.

OGDEN CITY CORPORATION

SPECIAL EVENTS

2036 Lincoln Ave, Suite 105
Ogden, Utah 84401

Phone: 801-629-8547

FAX: 801-392-0604

Email: specialevents@ogdencity.com

Name of Film Event:	Start Date:
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Please check all items below that apply to your film project. Please provide a detailed explanation under “details” for each item checked. Refer to requirements in each section. This information will help us to provide you the best service possible. If we require additional information or if there are restrictions associated with any of the items checked, you will be contacted. Some items may require additional permits, licenses, or insurance. Events that require city support may be assessed fees for services. You will be notified of any fees and they will be payable before your film permit can be issued. If you have questions, please contact the Ogden City Special Events office.

	ITEM	DETAILS	Fee
	Liability Insurance Complete information below:	Certificate of insurance must be provided. See insurance Attachment A for details.	
	Company/Agent: Telephone #: Address: City:	Fax #: State: Zip:	
	PROVIDE CERTIFICATE OF INSURANCE NO LESS THAN THREE WEEKS BEFORE EVENT		
	Animals	Hand washing stations need to be near areas where participants engage in touching animals. Clean-up after animals is also required.	
	Barricades	You must provide your own barricades. See attachment C	
	Canopies or Tents (list sizes)	Any tent over 200 sq. feet or canopy over 400 sq. feet will require fire marshal inspection. Also, tents that are heated by propane heaters will also require inspection.	
	Fire (candles, heaters, campfire, etc.)	Describe in detail:	
	Helicopter or Hot Air Balloon	Please provide detailed plan. Police presence may be required.	
	Music Amplification	All projects that involve amplified music must apply for a Noise Ordinance Variance. (Events held at the amphitheater are exempt.)	
	Park Reservation	If the project includes use of an Ogden City Park, the park must be reserved by contacting the Ogden City Parks Department at 801-629-8284. All applicable reservation fees will be charged and must be paid before the reservation can be confirmed.	Fees payable to Parks department
	Propane gas	Tanks must be secured and may require inspection by the fire marshal. List number and size of tanks:	
	Pyrotechnics / Fireworks	Special permits required – Contact fire marshal at 801-629-8070.	

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2036 Lincoln Ave, Suite 105
Ogden, Utah 84401

Page 3 of 4

Phone: 801-629-8547

FAX: 801-392-0604

Email: specialevents@ogdencity.com

Name of Film Event:		Start Date:
Road closure	Please attach a map. A 20 foot open fire lane must be maintained at all times. Signage and barricading must comply with UDOT standards. Closures of state highways (Wall Ave., Washington Blvd, Harrison, etc.) require a UDOT encroachment permit – go to www2.udot.utah.gov/index.php/m=c/tid=680 or call 801-620-1600.	
Scaffolding	List size(s) of scaffolding (may require fire marshal inspection).	
Security / Crowd Control	Coordinators must provide their own security. If the police department determines that police presence is necessary or if the coordinator requests police presence, a fee will be assessed.	
Set construction	Depending on the size of the set, the fire marshal may need to inspect the site. Describe set (size, location, etc.) below:	
Traffic Control	If traffic control is provided by police a fee will be assessed.	
Vehicles <input type="checkbox"/> Cars <input type="checkbox"/> Bicycles <input type="checkbox"/> Motorcycles	Driving on lawns in parks is prohibited unless special permission has been granted.	
Other (please list)		
Please describe your project. Attach additional pages if necessary.		
Additional Information/ Comments:		

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Name of Film Event:	Start Date:
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Do not write below this section. You will be notified of approval or denial of your project after your application has been reviewed by all departments involved in the approval process.

	EVENT APPROVALS: (After signing, return only this page to Special Events unless you have included comments or fees on specific items listed on previous pages.)	DEPARTMENTAL RECOMMENDATIONS (Please indicate applicable fees on previous pages and include comments, budget and/or project number in comments on this page.)	
Req'd	Department Approval Signatures:	Approved as Submitted	Comments – denial of event or modification needed: Questions, comments or concerns: Please call Ogden City Special Events coordinator at 801-629-8547.
	Communications:		
	Fire:		
	Legal Department		
	Licensing		
	Public Ways & Parks		Park reserved – Receipt # _____ Alcohol permit purchased – Receipt # _____
	Police:		
	Risk Management:		
	Traffic Engineer		
	Other Approval: List: _____		
	Special Events (verification of documents)		Copy of event application sent to: _____ Utah State Tax Commission FAX 801-297-6358 _____ Weber County Health Department FAX 801-399-8306 _____ UDOT FAX 801-620-1665 _____ UTA FAX 801-626-1218 _____ H25 Association

Film Permit Application **Attachment A**

Insurance Requirements

All projects that take place on public property require a certificate of insurance for a minimum of \$2,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. This is a standard request and most insurance companies supply the certificate at little or no charge. If you cannot obtain a certificate, Special Event Insurance may be purchased directly from Fred A. Moreton & Company 801-715-7031. Fees range from \$145 to \$1500 per event.

In accordance with the rules and regulations of the city's Risk Management Department, Ogden City requests the additional insured language to read as follows:

1. ***"Ogden City, its elected and appointed officials, employees, volunteers and agents are named as Additional Insureds for the (event) scheduled for (date)."***
2. ***"20 days written notice shall be given to certificate holders for any changes to policy."***
(Please cross out "*shall endeavor*" and other language that contradicts this requirement.)
3. List the addresses below as Certificate Holders and you may fax and/or email the certificates. However, signed originals should also be mailed to:

Howard Moss
Ogden City Risk Management
2549 Washington Boulevard, Suite 820
Ogden, UT 84401-3111
FAX No.: 801-629-8927
Email: howardmoss@ci.ogden.ut.us

Carolyn Brierley
Ogden City Special Events
2036 Lincoln Ave. Suite 105
Ogden, UT 84401
Fax No.: 801-392-0604
Email: carolynb@ci.ogden.ut.us

Unfortunately, insurance information received inaccurately or not in a timely manner is cause for not issuing a permit to hold an event in Ogden City, or for revoking a previously-issued permit to hold an event in Ogden City.

If you have questions, please call Ogden City Risk Management at 801-629-8750 or Ogden City Special Events at 801-629-8547.

Film Permit Application
Attachment B

Fee Schedule

Temporary Business License (all events)	\$ 83.00
Vendor One-Day License (each)	5.00
Class "E" Beer License	135.30
Police Support (per officer per hour)	50.00
Parks Personnel (per hour per person)	25.00
Portable Stage setup/removal (does not include rental fee)	200.00
Set/remove barricades (per hour)	50.00
50-seat bleacher rental (per set)	400.00
Steel picnic table rental (per table) (includes pick-up & delivery)	50.00
Extra trash cans (each)	5.00

Park reservations and deposits vary according to the park that is reserved. Please contact the parks division at 801-629-8284 to reserve a park.

Ogden City does not set or control fees for services provided by the Weber-Morgan Health District, Weber County or other entities outside of Ogden City. Please contact the appropriate agency to determine the amount of applicable fees.

Film Permit Application
Attachment C

Ogden City Corporation
Noise Ordinance Variance Request

“Special Permit Application”

In order to be granted a temporary permit for relief from provisions of the noise ordinances under Section 12-14-8 of the Ogden Municipal Code, the following information must be submitted to the Mayor for review. Applicant must present adequate proof of either undue hardship, or that the activity will be temporary in duration, no other reasonable alternative is available and noise levels will not constitute a danger to public health, as required under Subsection 12-14-8.D of the ordinance.

Contact Information:

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

DATE(S) PERMIT NEEDED: _____

DURATION OF EVENT: _____

The information requested on the next page must be provided. Please complete the form and attach it to this sheet when submitting application.

Insufficient information may result in summary denial of the permit request. Mayor may impose additional requirements depending upon the nature of the activity.

Please submit request to:

Mayor’s Office, Ogden City, 2549 Washington Blvd., Suite 910, Ogden, UT 84401.
Or Fax to 801-629-8123
For more information call 801-629-8111.

