



City of Melvindale
3100 Oakwood Boulevard
Melvindale, Michigan 48122

Production Filming Permit Application

Fees Charges, Bonds, and Insurance, of the City of Melvindale, shall be amended to add the following:
Permit Application Fee (non-refundable)

Motion Picture, Television, Video or Still Photography:

- Motion Picture, Television, or Video on Public / Private Property: **\$150**
- Still photography only on Public Property: **\$75.00**
- Additional fee for expedited processing if less than 48 hrs processing time is required.(Late applications processed at the discretion of the City Manager or his/her designee): **\$150.00**

Daily Public Property Use Fee (From Prep to Clean-up Time): per day: \$75.00

- Motion Picture, Television, Video or Still Photography.
- On-Street Base Camp – (if approved).
- Roads requiring special barricades, noticing, and/or public safety personnel (Hourly rates for staff time to be calculated and charged separately).
- Parking Space Use / Rental Cost - per day: Current going rate

Extended Hours of Permitted Filming Activity: per day: \$75.00

- Any film permitted activity beyond 7am to 11pm or driving scenes on major, minor or neighborhood roads requiring special barricades, noticing, and/or public safety personnel (Hourly rates for staff time to be calculated and charged separately).

Marketing Rebate: \$200.00

- A Marketing Rebate of \$200.00 will be issued if you use the "City of Melvindale" as" Product Placement. A rebate / refund of the Permit Application fees will be made up to \$200.00 or equal to amount paid in fees but not to exceed more than \$200.00. The name of "City of Melvindale" must be referenced in the final applicant featured product as well as film credits. The city's name must be used in good taste and help promote the community as safe and clean city to live, work and play in. The rebate will be made after the Project Evaluation Survey has been turned into the city after the film permit activities has been completed.

Staff Costs:

- Monitoring fee for additional police, fire, ordinance enforcement, public works, recreation & parks, or other staff as determined by the City Manager or his/her designee; Fee will be estimated based on hours needed and scheduled. A Purchase Order or a deposit is requested. Varies- Staff time to be based on most current City overtime rate schedule and calculated. Full payment is due within 30 days of film permit activities.

Date _____
Mayor

Date _____
City Clerk

Project Evaluation Survey

The City of Melvindale is interested in improving the film experience in our city as well as capturing information about your experience. Please take a moment to fill out this survey and return it to the city Clerk's office, attention the Economic Development Department. Thank you for choosing Melvindale!

How would you rate your overall experience of filming in Melvindale? Poor
1 2 3 4 5
Great

Was the Permit Application form used clear and concise? Y N

What city departments were you in contact with?	Mayor's Office	Y	N	1	2	3	4	5
	City Administration:	Y	N	1	2	3	4	5
	City Clerk's Office:	Y	N	1	2	3	4	5
	Dept of Public Services:	Y	N	1	2	3	4	5
	Parks & Recreation:	Y	N	1	2	3	4	5
	Fire:	Y	N	1	2	3	4	5
	Police:	Y	N	1	2	3	4	5

How would you rate your experience with these departments? Poor
1 2 3 4 5
Great

Please note issues or suggestions you may have when working with any of the departments:

What was the total city fees paid? \$ _____

How would you rate the fees to other locations? Lower _____ Higher _____ about the Same _____

How many days did your crew spend in Melvindale? _____

What was the total estimate amount you spent in Melvindale \$ _____

Did you dine in any of the city of Melvindale Restaurants? Y N

Did you stay in any Melvindale Hotels: Y N

How many days / nights were spent in hotels? : _____ / were the rooms & service accommodating? Y N

Given your experience, would you film in the City of Melvindale again? Y N

Please add any Suggestions or Comments that will help the city of Melvindale support the Film industry:

(Please use the back of form if needed)

Prepared by: _____ Title: _____ Date: _____

Address: _____ Phone #: _____



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Production Filming Permit Application

I. Applicant Contact Info

Name of Production Company _____	Date: _____
Production Product Title _____	Fed / State Employer ID: _____
Address: _____	Company Phone Number: _____
Contact Name: _____	Title: _____
Email: _____	Phone # _____

II. Project Information

1. Filming Dates: _____ to _____	Hours _____ to _____
Location: _____	
Current Use: _____	Property Owner: _____ Phone: _____
Details of the Nature & Location of Filming Activity (provide description for location including maps, sketches, etc.)	

2. Filming Dates: _____ to _____	Hours _____ to _____
Location: _____	
Current Use: _____	Property Owner: _____ Phone: _____
Details of the Nature & Location of Filming Activity (provide description for location including maps, sketches, etc.)	

3. Filming Dates: _____ to _____ Hours _____ to _____

Location: _____

Current Use: _____ Property Owner: _____ Phone: _____

Details of the Nature & Location of Filming Activity (provide description for location including maps, sketches, etc.)

4. Filming Dates: _____ to _____ Hours _____ to _____

Location: _____

Current Use: _____ Property Owner: _____ Phone: _____

Details of the Nature & Location of Filming Activity (provide description for location including maps, sketches, etc.)

Attachments:

- Four copies of maps and plans. Insurance Binder Sheet Authorization from Property Owner(s)

III. Script Outline

Provide Title, Description of the content and topic of the production proposed:

IV. Type of Filming

Television _____ Motion Picture _____ Commercial _____ Education _____ Non-Profit _____ Video _____

Other (Please specify): _____

V. Number of Attendees:

Cast: _____ Crew: _____ Extras: _____ Other: _____

VI. Types / Number of Vehicles:

Automobiles _____ Trucks _____ Vans _____ Catering Trucks

Motor Homes _____ Cranes _____ Trailers _____ Crew Cars _____ Camera Cars _____

Other (Please specify): _____

VII. Special Effects / Scenes:

Pyrotechnics _____ Animals _____ Sirens/noises _____ Explosions _____ Open Flames _____ Use of Firearms _____ Aircraft _____

Simulated Crime _____ Car Chase _____ Other (Please specify): _____

VIII. Special Assistance Requested:

Street Closure _____ Traffic Control _____ Emergency Services _____ Security _____

Other (Please specify): _____

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to ensure all filming activity is conducted in accordance with the approved permit.

Signature of Applicant: _____ Date: _____

Title : _____

Office Use Only

Application #: _____ Date Received: _____ Total Fees: _____

Date of Approval: _____ Date of Denial: _____

Reviewed by: _____



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CONSENT OF PROPERTY OWNER

Production Filming

I, _____, OF THE STATE OF MICHIGAN AND COUNTY OF WAYNE

_____ STATE THE FOLLOWING:

(Name of property owner)

- I am the owner of real estate located at _____
(Address of affected property)
- I have no objections to, and consent to the request(s) described in the Application made to the City of Melvindale

Applicant: _____

(Name of Production Filming Applicant)

Owner's Name (Please Print)

Dated: _____

Owner's Signature