

# Contract for Filming in Canton, MI

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# Contract for Filming in Canton, Michigan

## I. PURPOSE

The following contract is intended to protect the personal and property rights of residents and businesses of Canton, Michigan in the great State of Michigan. The Charter Township of Canton ("the Township") reserves the right to impose additional regulations in the interest of public safety if deemed necessary.

This contract governs requests for commercial use of Township-owned property, not limited to streets, right-of-ways, and public buildings, as well as the commercial use of private property when such usage affects adjacent public or private property as a result of the use of equipment and personnel in the filming of movies, TV shows, commercials, and related activities.

## II. TOWNSHIP CONTROL/AUTHORITY

The Township or appropriate representative or designee may authorize the use of any Township-owned property or personnel for commercial uses in the filming or taping of movies, television programs, commercials, or training films and related activities. In conjunction with these uses, the Township may require that any or all of the conditions and/or remuneration as specified on the application be met as a prerequisite to that use. In cases where advance payment cannot be confirmed due to uncertainty about schedules, required hours of shooting, etc., arrangements for payment will be determined at completion of production based on usage.

The applicant agrees that the Township shall have full control over the use of Township owned property while being used, as well as control over the hours of production and the general location of the production when such usage may negatively affect adjacent public or private property. Canton Township reserves the full and absolute right to prohibit all filming or to order cessation of filming if determined to be detrimental to the public health, safety and welfare.

The applicant shall agree to allow the respective Township departments (i.e., Police, Fire, Building, Ordinance) to inspect all structures and/or devices and equipment to be used in connection with the filming and taping if required by the Township.

## III. PERMIT REQUIREMENTS

Before filing an application for filming in the Township, the Economic Development office must be contacted to discuss the production's specific filming requirements and the feasibility of filming in the Township.

Any commercial producer who desires to undertake a commercial film or tape production in the Township is required to complete and return the attached application for filming to the Economic Development Office, following the time guidelines listed below:

- **Commercials or episodic television: Applications required a minimum of 2 business days prior** to the commencement of filming or any substantial activity related to the project. Efforts will be made to accommodate emergency requests.
- **Feature films: Applications required a minimum of 5 business days prior** to the commencement of filming or any substantial activity related to the project. In instances where less time is required for smaller productions or production units, efforts will be made to accommodate those requests.

#### **IV. FEES**

An application processing fee of \$25.00 (unless waived by the Township) should accompany each application for filming in the Township, unless fees for public safety services will be paid by the production company.

The Township may waive this fee for non-profit organizations.

#### **V. USE OF TOWNSHIP EQUIPMENT AND PERSONNEL**

The applicant will agree to pay for the costs of any Police, Fire, Public Works, or other Township personnel assigned to the project by the Township. Remuneration for the use of any Township equipment, including police squad cars and fire equipment, is covered in rates paid on an hourly basis and subject to overtime rates.

The applicant will agree to pay in full, promptly upon receipt of an invoice, the charges incurred or the Township may require a deposit for proposed use of the equipment in advance.

The Township has the authority to require additional police or fire coverage if it is determined to be in the best interest for public safety. If off-duty police officers or firefighters are available and approved for use, they are to be paid by the applicant at a rate of one and one-half their hourly rate based on their rank or as identified by Township.

#### **VI. USE OF TOWNSHIP PROPERTY**

The Township may authorize the use of any Township-owned property, not limited to streets, right-of-way, or public buildings, use of Canton, Michigan name, trademark or logo, equipment or personnel for commercial uses in the filming or taping of movies, television programs, commercials, or training films and related activities.

Depending upon the extent of the use of Township property, appropriate parties (representatives from the Township, the location scout and company producer) will negotiate a fee arrangement for the use of public property.

Applicant and Township designee will negotiate mutually agreed upon working hours and use of locations for production where a potential exists for impact on public usage.

In conjunction with these uses, the Township may require that any or all of the conditions and/or remuneration as specified on the application be met as a prerequisite to that use.

#### **VII. SPECIAL EQUIPMENT AND VEHICLES**

The applicant shall provide a report listing the number of vehicles and types of equipment to be used during the filming including their proposed hours of use and their proposed parking locations. Parking spots or base camps desired in non-designated parking areas will need to be specifically approved by the Township.

The use of exterior lighting, power generators, or any other noise or light producing equipment requires advance notification to the Township for consideration of impact on public usage of those areas.

#### **VIII. HOURS OF FILMING**

Filming hours will be discussed between representatives of the Township and Production Company and agreed upon prior to the commencement of filming. Consideration must be made for affected property owners and public usage of areas where production occurs.

**IX. NOTIFICATION OF NEIGHBORS**

The applicant shall provide a notice of the proposed production schedule to the owners and residents of each property in the affected neighborhood(s). Neighborhood boundaries shall be defined by Township for areas in question. The applicant will include a name and a phone number for direct contact to the producer in charge should there be any questions or concerns. A copy of this notification shall be filed as part of the application.

**X. CERTIFICATE OF INSURANCE**

The applicant must list Canton Township, its departments, divisions, agencies, offices, commissions, officers, employees, agents, and volunteers as ADDITIONAL INSUREDS, in an amount not less than \$1,000,000 general liability, including bodily injury and property damage with a \$5 million umbrella; and automobile liability (if applicable) in an amount not less than \$1,000,000 including bodily injury and property damage. The Township will notify the applicant of any additional specific coverage requirements. The applicant also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.

**XI. LIABILITY**

The applicant agrees to pay in full, promptly upon receipt of an invoice, the costs of repair for any and all damage to public or private property, resulting from or in connection with, the production, and restore the property to its condition prior to the production.

**XII. HOLD HARMLESS AGREEMENT**

The applicant waives all rights against Canton Township, its departments, divisions, agencies, offices, commissions, officers, employees, agents, and volunteers for recovery of damages to the extent these damages are covered by the insurance policies the applicant is required to maintain pursuant to this Contract.

*I certify that I represent the firm that will be performing the filming/taping at the locations specified on the attached permit application. I further certify that I, my firm, and agents will perform in accordance with the directions and specifications of Canton, Michigan and that I and my firm will indemnify and hold harmless Canton Township for and from any loss, damage, expense, claims and costs of every nature and kind arising out of or in connection with the filming/taping pursuant to this permit. Further, I represent that I have the authority to authorize any payments necessary.*

Signed: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ FAX: \_\_\_\_\_

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

**CHARTER TOWNSHIP OF CANTON**

**Application for Commercial Filming**

Location of filming: \_\_\_\_\_

Date(s) of filming: \_\_\_\_\_

**CONTACTS**

Production Office:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ FAX: \_\_\_\_\_

Date: \_\_\_\_\_ e-Mail: \_\_\_\_\_

Producer:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ FAX: \_\_\_\_\_

Date: \_\_\_\_\_ e-Mail: \_\_\_\_\_

Location Manager:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ FAX: \_\_\_\_\_

Date: \_\_\_\_\_ e-Mail: \_\_\_\_\_

Michigan Film Office representative: \_\_\_\_\_

**BILLING INFORMATION**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ e-Mail: \_\_\_\_\_

**PRODUCTION** (*Attach additional sheets if necessary.*)

1. Production schedule and activities to include stunts, pyrotechnics, special effects, aerial photography, amplified sound or use of animals: (Give dates and times and rain dates. Hours should include set-up, holding of sets and restoration.)

2. Number of persons involved with the production, including cast and crew:

3. Anticipated need of Township personnel, equipment or property:

4. Describe any areas in which public access will be restricted during production:

5. Describe alterations to property:

6. Number and type of production vehicles to be used and location(s) where vehicles will be parked:

7. Location where crew will be fed, if not at production location:

8. Location where extras will be held, if not at production location:

**APPLICATION COMPLETED BY:**

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

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

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

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

*The "Guidelines for Filming in Canton, MI" apply to all filming activities, and the appropriate Township Office may require the applicant to acknowledge receipt of the guidelines prior to approving this application.*

**Application and permit fee may be mailed to:**

**Canton Economic Development Office  
1150 Canton Center S.  
Canton, MI 48188**

**Application can also be faxed to 734/394-5234**

Application received on: \_\_\_\_\_

Application approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

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