

EDGMONT TOWNSHIP
T.V., FILM AND VIDEO PRODUCTION SPECIAL EVENT
PERMIT APPLICATION

1000 Gradyville Road, Newtown Square, PA 19073
(P) 610-459-1662 (F) 610-459-3760 www.edgmont.org

Please fill out the following information in its entirety:

- **The application for a TV, Film and Video Permit must be submitted no later than ninety (90) calendar days prior to the first day of scheduled production.**
 - **Applications shall be reviewed by the Board of Supervisors at their monthly meeting prior to being issued.**
 - **Applications submitted fewer than ninety (90) calendar days prior to the proposed production must include an additional \$50 late fee. Permits submitted less than ninety (90) days prior to production may be denied by the Township if it is found that the proper health, safety and welfare controls cannot be put into place due to the time frame. Under no circumstances will a permit application be accepted any less than thirty (30) days prior to the scheduled start of production.**
- **Productions that take place without a permit are subject to a cease and desist order. No such production can take place without a permit.**
- **Applicants are required to provide commercial liability insurance for the production. The Insurance Certificate must be submitted with the permit application.**
- **Adjoining property owners/neighbors shall be notified via Certified and Regular Mail, with copies provided to the Township, at least two (2) weeks prior to production. The application should include the scope of work, times, and dates of production.**
- **Once issued, this permit is valid for a period of ninety (90) days unless otherwise requested and/or specified.**

SECTION 1: GENERAL INFORMATION:

Name of the production: _____

Name/address of the production company: _____

Production coordinator/contact: _____

Cell phone number: _____ E-mail address: _____

On-site contact, day of shoot: _____

Cell phone number: _____ E-mail address: _____

Purpose/content of the production: _____

Specific location(s) requested (complete on a separate sheet if necessary): _____

Date(s) of production: _____

Set up date/time: _____ Breakdown date/time: _____

Hours of production: _____

Alternate date(s): _____

Estimated number of people on set (Actors, crew, etc.): _____

STEP 2: ADDITIONAL INFORMATION:

Will you require road closure and/or a lane restriction? _____ YES _____ NO

If yes, a Highway Occupancy Permit (HOP) is required for Township Roads and PennDOT approval may be required for State Roads. Please indicate if it is a State, Township, or Private Road. Please be sure to submit an HOP or PennDOT approval if necessary.

Do you anticipate traffic interruptions? _____ YES _____ NO

Please submit a description of anticipated interruption and mitigation measures on a separate piece of paper.

How will parking be handled? _____

* Please provide on a separate sheet of paper, details regarding the parking requirements for this production. Please also provide a parking plan to demonstrate where parking will be located and detailing the amount of parking spaces needed.

Will you require Police assistance? _____ YES _____ NO

*If Police assistance is required you will have to contact the PA State Police, or neighboring local police and provide documentation of services to be provided.

Will you be using amplified sound? _____ YES _____ NO

*NOTE: Amplified sound is subject to the Edgmont Township Zoning Code. Please list date(s) and hour(s) of amplified sound use. _____

Will temporary structures be used? _____ YES _____ NO

*Is it prefabricated _____ YES _____ NO -OR- Built on site _____ YES _____ NO

Will any alterations be made to the land or landscaping? _____ YES _____ NO

*If yes, please describe: _____

*Please note that additional permits may be required.

Will canopies or tents be erected? _____ YES _____ NO

*If yes, please describe quantity: _____ size(s): _____ total sq. feet: _____

*Note: Tents or canopies require a Zoning permit from the Township and will require an inspection.

Do you intend to serve food? _____ YES _____ NO

*If yes, please provide appropriate approval documentation from the Department of Agriculture.

*Please provide vendor names: _____

Will you be serving alcoholic beverages? _____ YES _____ NO

STEP 3: MISCELLANEOUS:

- A copy of the permit must always remain on-site.
- The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes and any medical needs for the production at the applicant's sole cost and expense. Failure to adequately provide such amenities for productions lasting longer than one (1) day could result in the production applicant(s) or coordinator(s) inability to hold future productions in the Township or the cease and desist of the production.
- Retail merchandise is not permitted to be sold at any time.
- Permit cancellations must be made in writing to the Township. Please note, permit fees will not be refunded.

TV, film and video production special event permit application fee: \$ _____

STEP 4: COMPLETE, SIGN AND DATE:

By signing and submitting this TV, Film and Video Production Permit Application the Company/Organization, Authorized Signer, and Property Owner agree to indemnify, defend and hold harmless the Township of Edgmont, Township Officials, employees and agents from 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 Company/Organizations act, omission, negligence or fault, or the act or omission or negligence or fault of the Company/Organizations' agents, subcontractors, suppliers, employees or servants in connection with the Permit.

Additionally, I declare, under the penalties of perjury, that this application (including any accompanying plans and specifications) has been examined by me, and to the best of my knowledge, is a true, correct, and complete application. This application will be reviewed against the Edgmont Township Code and Township policies ONLY; additional approvals may be required (e.g. approval from Homeowners Associations, etc.). I have reviewed and agree to comply with the Edgmont Township Code and Township policies. I understand and agree that no structures, obstructions, etc., are permitted to be installed in the Township's public right-of-way and are subject to removal at the Township's discretion and with the cost of such removal to be the responsibility of the legal property owner. The acceptance of this permit requires me as the applicant, property owner or both to follow the inspection schedule on the permit as well as the obligation to the possibility of a final inspection to close out the permit properly.

Property Owner's Signature: _____ Date: _____

Property Owner's Printed Name: _____ Date: _____

Authorized Signer (Signature): _____ Date: _____

Authorized Signer (Printed Name): _____ Date: _____

Authorized Signer's Job Title: _____

Company/Organization of Authorized Signer: _____

For Official Use Only:

Date received: _____

Permit Fee: _____ Late Fee (if applicable): _____ (\$50) Total Amount Paid: _____

Board of Supervisor Approval: _____

Approved by: _____ Date approved: _____

Completion Sign-off: _____ Date: _____