



**Economic Development Office**

200 S MAIN • P.O. BOX 180 • OWASSO, OKLAHOMA 74055 • (918) 376-1548 • [swingert@cityofowasso.com](mailto:swingert@cityofowasso.com)

**FILM & VIDEO PRODUCTION PERMIT APPLICATION**

**GENERAL PROJECT INFORMATION**

PROJECT TITLE:

COMPANY NAME:

APPLICANT:  
(ON-SITE CONTACT)

PHONE:

APPLICANT EMAIL:

PRODUCTION DATES:

LOCATION/PRODUCTION  
MANAGER:

PHONE:

LOCATION/PRODUCTION  
MANAGER EMAIL:

**TYPE OF FILM/RECORDING PROJECT (please check all that apply)**

- |                             |                     |                    |
|-----------------------------|---------------------|--------------------|
| STUDENT/EDUCATIONAL         | FULL LENGTH FEATURE | TELEVISION SHOW    |
| PUBLIC SERVICE ANNOUNCEMENT | STILL PHOTOGRAPHY   | SOUND ONLY         |
| SHORT FILM                  | MUSIC VIDEO         | PERSONAL USE       |
| DOCUMENTARY                 | COMMERCIAL          | ORGANIZATIONAL USE |

OTHER (PLEASE EXPLAIN):

**PRODUCTION INFORMATION**

PRODUCTION BUDGET:

TOTAL PERSONNEL:

TOTAL FILMING DAYS:

TOTAL HOTEL NIGHTS:

NUMBER OF PUBLIC LOCATIONS:

**PROPOSED FILMING LOCATIONS (attach additional sheets as needed):**

1.

Description/Address

Dates

Time In/Time Out

2.

Description/Address

Dates

Time In/Time Out



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**CITY SERVICES REQUESTED (please check all that apply)**

- USE OF CITY LAND/BUILDING(S)
- STREET CLOSURES
- FILMING ON STREETS/SIDEWALKS
- INTERMITTENT TRAFFIC CONTROL
- FIRE MARSHAL REVIEW
- CROWD CONTROL
- EMERGENCY SERVICES

OTHER (PLEASE EXPLAIN):

**PROPOSED FILMING ELEMENTS (please check all that apply)**

- VEHICLE CHASES
- PYROTECHNICS
- FIREARMS/WEAPONS
- STAGED FIGHTS/LOUD ARGUMENTS
- MINORS (UNDER 18)
- FLYOVERS
- EVENING SHOOTS
- AMPLIFIED SOUND
- HEAVY EQUIPMENT
- NUDITY
- ANIMALS

OTHER (PLEASE EXPLAIN):

**LIABILITY INSURANCE & HOLD HARMLESS AGREEMENT**

The City of Owasso requires a signed indemnification and hold harmless agreement, in a form reviewed and approved by the City Attorney, to accompany this application. A template/example hold harmless agreement can be found on page 5 of this application.

HAVE YOU ATTACHED A SIGNED HOLD HARMLESS AGREEMENT? Yes      No

The City of Owasso also requires the applicant to provide a certificate of insurance, naming the City of Owasso as an additional insured party; this required insurance coverage shall not be less than \$1,000,000 per occurrence.

HAVE YOUR ATTACHED A COPY OF YOUR INSURANCE CERTIFICATE? Yes      No

**DRONE/UAS INFORMATION**

Please attach additional pages, outlining any planned flight paths, FAA authorization documents, and/or drone information associated with this shoot.



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### **ADDITIONAL LOCATION INFORMATION**

Please use the space below to expand on each of the proposed filming locations listed on Page 1 of this application. Include information about the address/location, shooting dates, shooting times, type of City assistance requested (street closures, First Responder presence, etc.), the type of filming to take place, how you will notify adjacent property owners, and whether there will be the use of firearms/large props/pyrotechnics. You may attach additional sheets as needed.

Please also attach a map of each proposed location, showing proposed parking/staging areas, proposed sidewalk/road closures, direction of moving vehicles for driving shots, location of temporary food service areas, location of temporary restroom & refuse areas, and locations of all cameras.



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### **SIGNATURES**

I, \_\_\_\_\_ (applicant name), hereby certify that the attached and completed application contains the information required by the City of Owasso as specified above. I understand the submission of incomplete and inaccurate information may result in a delay in processing and action on this application.

Signature of Applicant:

Date:

The applicant and/or company named above agrees to pay all costs for required permits and services provided by the City of Owasso, as described in this permit application. Any City assistance that may be approved shall be for a limited time period, as specified by the City. Additionally, the above-named party agrees to return all affected public property to a state equal-to or better-than the state in which it was prior to its use under this permit. Failure to comply with the terms of the City's permit or the guidelines outlined in Resolution 2024-09 may result in the revocation of the permit and the barring of future issuance of permits. Permit is not valid without all applicable staff signatures.

### **STAFF USE ONLY:**

City Attorney:

Date:

Fire Dept:

Date:

Police Dept:

Date:

Public Works Dept:

Date:

Community Development Dept:

Date:

Recreation & Culture Dept:

Date:

Economic Development Dept:

Date:

**City Manager:**

**Date:**

Staff Comments/ Condition(s) of Approval:



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### **HOLD HARMLESS AGREEMENT TEMPLATE**

This Hold Harmless Agreement is being made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The undersigned entity hereby releases, holds harmless from liability, and agrees to indemnify the City of Owasso, all public trusts connected to the City, and all of the City's officers, agents, and staff from any and all losses, damages or expenses, or other liabilities, including but not limited to attorney fees, court costs or other costs of defense, arising from, or in any way connected with any claim for personal injury, death, property damage or other liability that may be asserted against the City as a result of, or as a part of, the named film project ("Production").

This release shall cover any liability arising from the action or inaction of the Production, its employees, contractors or agents from Production's use of City-owned property.

**NAME OF CORPORATION OR OTHER LEGAL ENTITY:**

\_\_\_\_\_

**NAME OF PRODUCER:** \_\_\_\_\_

**PRINTED NAME OF SIGNATOR:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FEE SCHEDULE**

Non-Refundable Application Fee*	\$100
Rush Non-Refundable Application Fee*	\$250
Street Closure Fee (per location, per day)	\$250

\*Submittal of application a minimum of 4 business days prior to filming is required in order to avoid a Rush application fee. No same-day film permits will be issued.

\*\*Depending on the nature and scope of the project, additional agreements with the City of Owasso may be necessary.