

Town of Ayer, Massachusetts

Filming Request Application

(Use this form to request permission to produce films/record for films in the Town of Ayer)

Fill Out this Form Completely

General Guidelines

This Application Form must be submitted no less than **ten (10) calendar days prior** to proposed filming start date; any applications received within less than ten (10) calendar days prior to filming start date shall be denied.

- There is a \$125.00 non-refundable Application Fee payable to “The Town of Ayer, Massachusetts”.
- For protection against possible occurrence of personal injury, you must provide a Certificate of Insurance with a minimum of \$1,000,000.00 issued to: *Town of Ayer* with the Town of Ayer listed as additional insured. This Certificate ensures security in the unlikely event of personal injury occurring on town property as a result of your activities. You must request a Certificate of Insurance from your own insurance company, and have it dated for the entire period of time you are working in the Town of Ayer.
- For protection against possible damage to town property, you must provide a Bond with a minimum security of \$5,000.00 issued to the *Town of Ayer*. The Bond must be acquired from a local bonding company.
- Depending on the size and scope of the project, a Police Dept. Detail & Fire Dept. Detail may be required. The need for a Police Detail will be determined by the Ayer Police Department after the submission of this completed Application; the need for a Fire Dept. Detail will be determined by the Ayer Fire Department after the submission of this completed application.
- Direct residential & commercial abutters to the proposed filming location must be notified by mail at least seven (7) days prior to filming by certified mail giving a general description of the production activity.

Fee Structure

Administrative Fees:

Application Fee: \$125

Filming Revisions to Original Permit: \$75

Parking Fees for Downtown Ayer District/Overnight: TBD

Commercial Filming on Public Property Fees

- Construction/Set-Up & Strike-Down Time: \$125/day (*small-scale*)
- Construction/Set-Up & Strike-Down Time: \$250/day (*large-scale*)
- Video/B-Roll/Photography Daily Fee: \$125/day
- Small Scale Production (*crew size 40 & under*) Daily Fee: \$1,650/first 4 hrs.; then following 4 hrs. \$100/hr.; additional filming hrs. daily cap of \$200.
- Large Scale Production (*crew size 41 +*) Daily Fee: \$2,500/first 4 hrs.; then following 4 hrs. \$125/hr.; additional filming hrs. daily cap of \$250.

Public Property Fees	Hours 1-4	Hours 5-8	Additional Hours
Small Scale Crew	\$1,650	\$100/hour	\$200 Cap
Large Scale Crew	\$2,500	\$125/hour	\$250 Cap

Note: (Crew Size: Small Scale = 40 crew or less / Large Scale = 41 crew or more)

Not-For-Profit Filming on Public Property Fees

- Not-For-Profit Production Filming Daily Fee: (Waived)
- Student Film Production Filming Daily Fee: (Waived*)
- Construction/Set-Up & Strike Down Time: (Waived)

Ayer Town Hall “Great Hall” Rental Fee for Crew Catering/Meeting Space/Etc.

- \$1,000/day

(The above fees are for film permits only and do not include other required municipal permits, fees, licenses, or location fees that may be required by other governmental/public agencies)

Fee Exemptions:

- All City fees will be waived for filming done by Charitable Institutions. Verification of their non-profit status from the Internal Revenue Service must be filed with the permit application in order to qualify for the fee waiver. (*Note: This is exclusive of possible Police Dept. Special Detail and/or Fire Dept. Special Detail costs*).

- All City fees will be waived for Student Productions. The applicant must submit a letter, written on school letterhead and signed by a school administrator or instructor, stating that the applicant is currently enrolled at the school and that the film is not for commercial release.
**(The student will be required to pay all waived fees in the event the film is used for commercial purposes within (12) months of filming).*
(Note: This is exclusive of possible Police Dept. Special Detail and/or Fire Dept. Special Detail costs).

Application Requirements

No Permit Application shall be considered "submitted" until all of the applicable items contained in the form below have been sufficiently provided.

Municipal Police Dept. Services: All required or requested Police Services for filming must be provided by the Town of Ayer Police Department. Arrangements must be made at least ten (10) working days in advance. Services will be charged for at the hourly rate as set forth in the Town's fee resolution or administrative regulations. Cancellation of police services requires at least twenty-four (24) hours prior notice or permittee will be assessed the full amount of the requested services.

Note: *(The film production company shall designate one (1) "lead point person" for direct communication & interaction with both the Ayer Police Dept., Ayer Fire Dept., & Ayer Public Works Dept. with regard to any & all changes/modifications/requests in scheduling, locations, equipment relocation, etc. throughout the duration of the subject film production process; the Town of Ayer Police Dept. & Fire Dept. & Ayer Public Works Dept. require absolute consistency & clarity of communications/coordination/ accountability with regard to "real-time" changes, alterations, replacements, rearrangements, etc. that are regularly associated with filming production in public spaces).*

Municipal Fire Dept. Services: All required or requested Fire Services for filming must be provided by the Town of Ayer Fire Department. Arrangements must be made at least ten (10) working days in advance. Services will be charged for at the hourly rate as set forth in the Town's fee resolution or administrative regulations. Cancellation of Fire Services requires at least twenty-four (24) hours prior notice or permittee will be assessed the full amount of the requested services.

Municipal Public Works Dept. Services: All required or requested Public Works Services for filming must be provided by the Town of Ayer Public Works

Department. Arrangements must be made at least ten (10) working days in advance. Services will be charged for at the hourly rate as set forth in the Town's fee resolution or administrative regulations. Cancellation of Public Works Dept. Services requires at least twenty-four (24) hours prior notice or permittee will be assessed the full amount of the requested services.

Private Property Owner's Permission: For productions that take place on private property not owned or controlled by the Town of Ayer, applicants must obtain written permission from the property owner(s) and tenant(s) and/or enter into a Lease Agreement for the use of the private property. Copies of the permission or agreement must be provided to the Town of Ayer prior to the issuance of a film permit.

Neighboring Property Notification: Applicants must provide written notification to all property owners and tenants within (300 feet) of the proposed filming location at least five (5) days prior to the filming date.

Notification must include: Date(s), times, and location of proposed filming; a description of all planned activities, and; proposed parking arrangements. The notification MUST indicate that the producer has applied for a film permit from the Town of Ayer; there is no presumption that a film permit will be granted just because an application has been filed.

While there is no requirement that 100% of the neighboring properties or businesses must agree to the issuance of a filming permit, the Town of Ayer will seriously consider their concerns and make sure they are adequately addressed. Therefore, applicants are encouraged to work closely with all affected property owners and businesses to ensure their concerns are addressed. Doing so can help avoid delays or denial of a film permit application.

Street Closures; No Parking of Commercial Vehicles on Town Streets: There are no closures of public streets authorized except by written authorization of the Ayer Police Dept. There shall be no parking of large commercial vehicles associated with the proposed film production on town streets without the advance permission and authorization of the Ayer Police Dept. / Intermittent Traffic Control (ITC) shall be the discretion of the Ayer Police Dept.

Parking Plan: A Parking Plan for all vehicles associated with the production, including equipment vans, trailers, dressing rooms, catering trucks, craft services, and personal transportation for cast and crew, must be submitted with the Permit Application.

Parking in "No Parking" areas will only be allowed with prior clearance from the Town of Ayer Police Department.

Set Construction and Electrical Plans: Construction of set pieces may require the approval of the Town of Ayer's Building/Code Enforcement Officer. Drawn Plans of any proposed filming sets must be submitted with the Permit Application.

Permission to string cables across public streets and sidewalks, or from generators to service points must be obtained from the Town Engineer/Dept. of Public Works & Ayer Police Dept. Site plans showing proposed cable runs must be submitted with the Permit Application.

Filming Requirements and Restrictions:

Permittees shall conduct all operations in an orderly fashion with continuous attention to the safe storage of equipment not in use and the cleanup of trash and debris upon completion of shooting. Within the film agreement, the Ayer Town Manager requires applicant to post an agreed upon cash deposit to ensure cleanup of the filming location/site.

Hours of operation: All activity, including filming, set-up, or dismantling, is typically limited to between the hours of 7:00 a.m. and 9:00 p.m. Set-Up, Filming & Strike-Down outside of these hours will be considered provided there is no disruption to neighboring properties.

Traffic Flow & Management: For filming that will impede traffic flow, the applicant must consult with and receive authorization from the Town of Ayer Police Department prior to the issuance of a permit. Street or sidewalk closures are rarely allowed. Intermittent Traffic Control (ITC) is preferred.

Noise: Noise shall be maintained at a reasonable level, especially that from electrical generators. No gunfire, explosions, sirens, public address systems, or other noise-creating devices shall be used.

Name of Filming Company:

Address of Filming Company:

Contact Person:

General Contact Phone Number:

Day(s) of Filming:

Contact Phone Number:

Email Address:

Proposed Filming Start Date:

Proposed Filming End Date:

Start Time:

End Time:

(Include Set-Up and Strike-Down Time)

Type of Film:

(Please Circle One)

Documentary

Commercial

Person on Street

TV Series

Music Video

Feature Film

Corporate Video

Still Photography

Other: _____

Name of Film/Production:

Description of Film:

Filming Location/s:

First Location:

Second Location:

Third Location:

Number of People in Film/Production Crew (*include cast*):

Type of Equipment/Props to be used:

Are there any Guns being used as props? _____

If yes, how many: _____

All guns (real with blanks or prop guns) must be inspected by the Ayer Police Department prior to shooting.

Number of Vehicle(s)* to be used:

**(Proof of Registration and Insurance is required)*

Will Parking Spaces be required?: _____

If yes, how many: _____

Are you requesting blocking Street/s to Vehicular Traffic?:

If yes, which Street/s:

Are you requesting Sidewalk(s) be blocked to Pedestrian Traffic?:

If yes, which sidewalk(s):

Will generators be used?:_____ Are animals to be used in the film?:_____

Will there be pyrotechnics or stunts?:_____

If yes, please describe: _____

Town Use Only

- “No Parking” Signs: Yes/No
- Police Dept. Detail: Yes/No
- Fire Dept. Detail: Yes/No
- Public Works Dept. Services: Yes/No
- Building Inspector/Code Enforcement Officer Inspection: Yes/No
- Film Production Crew Parking Plan: Yes/No
- Abutter Notices: Yes/No
- Portable Bathrooms: Yes/No
- Other Conditions:_____

For additional information& detail contact:

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