

LOUISVILLE METRO EMERGENCY SERVICES

Handbook for Film Applications

Office of Special Events

April 18, 2018



HANDBOOK FOR FILM PERMIT APPLICATIONS

The Louisville Metro Office of Special Events (OSE) recognizes that our city is becoming a popular venue for an expanding number and variety of projects undertaken by the Film and Entertainment industry. OSE also understands that the process of filming has its own special considerations and circumstances that might not be addressed by our standard Special Events Permit application and process. That application also has questions and requirements that normally would not apply to a film project. Therefore, it has developed a standalone permit application specifically for those who wish to film in Louisville Metro.

DOES MY PROJECT REQUIRE A PERMIT?

Filming containing any of these elements will require a permit:

- Filming that takes place on public property – Metro parks, streets, buildings, and other city facilities. If you are unsure as to the status of a location, please ask.
- Filming in a business or residential area
- Filming requiring setup of barricades, street closure, lane closure, sidewalk closure, or impeding vehicular or pedestrian traffic in any way
- Requires parking meter bagging
- Night-time filming in a residential area with the use of an outdoor light
- Use of a temporary structure that requires permitting by the Office of Public Works
- Use of intellectual property belonging to the City
- Pyrotechnics or other explosives
- Smoke effects, water effects, or flame effects
- Display of real or artificial firearms
- Vehicle chases and/or crashes
- Dangerous stunts
- Use of any equipment that may cause damage to public property

A filming permit is NOT required for filming on public property while exercising First Amendment rights. This means you are allowed to film rallies, protests, and demonstrations taking place on public property without first obtaining a permit.

Filming on private property will not require a permit. However, if the production will also require use of public property, such as placement of equipment on streets or sidewalks, a permit may be required.

WHAT DOES THE PERMIT REQUIRE?

- Submission of a Film Permit application along with a \$40 application processing fee;
- A list of all filming locations and time frames;

- A site map indicating filming sites and time frames. A screenshot of Google Maps indicating where you will film is sufficient;
- Written notification must be provided to any affected residents and businesses for awareness at least 24 hours in advance of filming;
- Productions may not remove, trim, or cut vegetation or trees unless previously approved by the property owner or the department of Public Works & Assets;
- Upon completion of the utilization of the site, production shall leave said site in substantially the same condition and as clean and orderly as when found by production.
- Adhere to the noise ordinance pursuant to Louisville Metro Codified Ordinance Chapter 99;
- Production shall provide crowd control, noise control, and security. Should Louisville Metro deem production's provisions for same to be inadequate, production shall provide crowd control, noise control, and security at the level required by Louisville Metro.
- All sets and props must be removed immediately after use;
- Do not trespass;
- Louisville Metro Government reserves the right to require insurance based upon the complexity and scope of the filming production. Please see insurance requirements below.

A site map must clearly define the event area being permitted and include all of the following, if and when applicable:

- All affected streets, alleys and rights-of-way, including those that will be closed;
- Alternate routes for traffic and buses, if streets are going to be closed;
- List locations of all barricades or other traffic control devices.

Additionally, the project producers must follow these requirements:

- Access for local traffic and emergency vehicles must be maintained at all times;
- Must provide own barricades for Louisville Metro Police Department (LMPD) placement;
- Provide traffic control plan which includes the location(s) of posted Detour Signage for partial and full closures (if applicable)
- Use additional Type 2 lighted barricades after dark;
- Barricades CANNOT be placed before the permitted start time

TRAFFIC CONTROL PLAN

If an event requires a partial or full closure of streets or sidewalks located in the public right-of-way, the event producer is required to provide a traffic control plan. All traffic control measures associated with the proposed event must conform to Part-6 of the Manual on Uniform Traffic Control Devices (MUTCD), Latest edition www.mutcd.fhwa.dot.gov.

The plan may include but not be limited to:

- Signage, barricades, flashing boards, cones or other commonly used traffic control devices;
- Provide legible map showing the proposed closures (lane, road, alley or right of way) and the associated detour routes.

Although in most cases film productions utilize private companies for traffic control, they may be required to use LMPD’s traffic control plan. A list of local companies that provide off-duty police for traffic and security needs can be obtained from the Office of Special Events upon request.

OTHER CONSIDERATIONS

- Permits are issued as written. It shall apply solely to the described site. No additional streets, lanes, or sidewalks may be closed for filming without written permission from the office. Please call the office if you need to change details of your permit.
- Production shall have access to and use of the site during the time period referenced on the permit. However, if because of illness of actors, directors or other essential personnel, or in the event of damaged or imperfect film or equipment or because of conditions or occurrence beyond the control of production, preventing production from starting or completing work during the period designated above, including but not limited to weather, earthquake, or other such “acts of God”, production shall have the right to use the site at a later date to be mutually agreed upon by the parties, but Louisville Metro has no obligation to delay changes to or other use of the site pending such use.
- All barricades and signage must be removed immediately after completing filming to ensure that Louisville Metro streets and right-of-ways are reopened to traffic as soon as possible.
- “No Stopping/No Parking” signs must be placed 24 hours in advance and must include specific dates and times of closures.

COMMUNITY NOTIFICATION

If you will be closing a street, you need to notify the businesses and residents that will be impacted. Your notification must include the following:

- Date of closure.
- Reason for the closure
- Name of the Production Company
- Detailed information on the closure, day/time, detours, etc.

A copy of the notification must be filed with your film permit application.

SECOND STREET BRIDGE CLOSURES

For a production wanting to close the Clark Memorial (Second Street) Bridge, the following is required:

- Contact the Jeffersonville Mayor's Office at (812) 283-6633 ext. 5116 to close the Indiana side of the bridge and obtain a permission letter;
- Submit a State Encroachment application to close the bridge or any state-maintained right-of-way to the Department of Highways;
- Notify the permitting division of the Kentucky Transportation Cabinet and apply for an Encroachment Permit.

**Department of Highways, District Five
8310 Westport Road
Louisville, KY 40242
(502) 210-5400**

FILMING IN LOUISVILLE METRO PARKS

Louisville Metro is blessed with many wonderful parks. Some (Parklands – 21st Century Parks) are partially private, operated in partnership with Louisville Metro, and one area (Waterfront Park) has its own permit requirements. If you plan to film in any of our parks, notifications must be made. For any projects in one of the Parklands area, or in Waterfront Park, you must notify and ask permission. Their information follows. All other parks will be notified upon submission of your film permit application. However, you are encouraged to contact any of the relevant agencies listed as far in advance of your project as possible, to verify that no other special events or programs are taking place that would prevent filming.

Please not that may parks include parking lots or other such areas that, while they might not look like parkland are indeed governed by the above. Please make sure you are specific in terms of the filming locations.

Louisville Metro Parks, Reservation Office
1080 Amphitheater Road
Louisville, KY 40202
(502) 386-5865

Waterfront Development Corp.
129 River Road
Louisville, KY 40202
(502) 574-3768

21st Century Parks (Parklands)
471 West Main Street, Suite 202
Louisville, KY 40202
(502) 584-0350

CERTIFICATES OF INSURANCE

All appropriate insurance, permits and licenses must accompany the Film Permit application.

General Liability:

Applicants must submit a *Certificate of Insurance* providing proof of a commercial *General Liability Insurance* policy, written on an occurrence basis for bodily injury, personal injury, and property damage, including products/completed operations liability, with a minimum limit of liability of \$1,000,000 per occurrence / \$2,000,000 aggregate. The applicant must list Louisville/Jefferson County Metro Government as an additional insured on all commercial *General Liability* policies.

If using an automobile, commercial automobile liability coverage is also required.

LOUISVILLE METRO'S INSURANCE DISCLAIMER

All project related insurance policies must state that Louisville Metro, with reasonable notice to event producers, reserves the right to require insurance of film producers and/or project managers for activities other than those specifically mentioned, or to increase the minimum acceptable limits of liability.

Approval of insurance by Louisville Metro does not in any way relieve or decrease the insurance liability of the applicant. Louisville Metro does not represent the specified limits of liability or coverage or policy forms as sufficient or adequate to protect the interest or liability of the event producer or vendor. All insurance must be placed with insurance companies with an AM Best rating of no less than A-VI unless special approval is obtained from Louisville Metro Risk Management Division.

HOW DO I APPLY FOR A FILM PERMIT?

An application for a **Permit to Film** must be submitted manually or **online**. You can download a permit form and mail it in, or you can go the Office of Special Events and complete one in person. The fee for filing an application is \$40.

Applications must be filed at least seven (7) business days prior to shooting.

Keep in mind that several Metro agencies are required to review and approve an application (e.g., police, fire, and EMS), and sometimes others depending on information entered. This is why it is important that an application be completed as much in advance as possible, but certainly not less than seven business days. If an application is received less than seven business days prior to shooting, the OSE may try to process but cannot promise the review will be completed in time make a determination as to approval or denial of the permit. Once the application is completed, submitted for review, and the application processing fee is paid, the OSE will send a copy of the application and all supporting documents to the respective Metro agencies for review and approval. The respective agencies will be asked to review the application and prepare a cost estimate, if any are incurred (e.g., producing signs such as No Parking, or for police or EMS services, if needed), after which the OSE will require the applicant to sign a Memorandum of Agreement. Once the MOA is received, The Office of Special Events will issue a Film Permit. Permits can be emailed and/or picked up in the Office of Special Events.

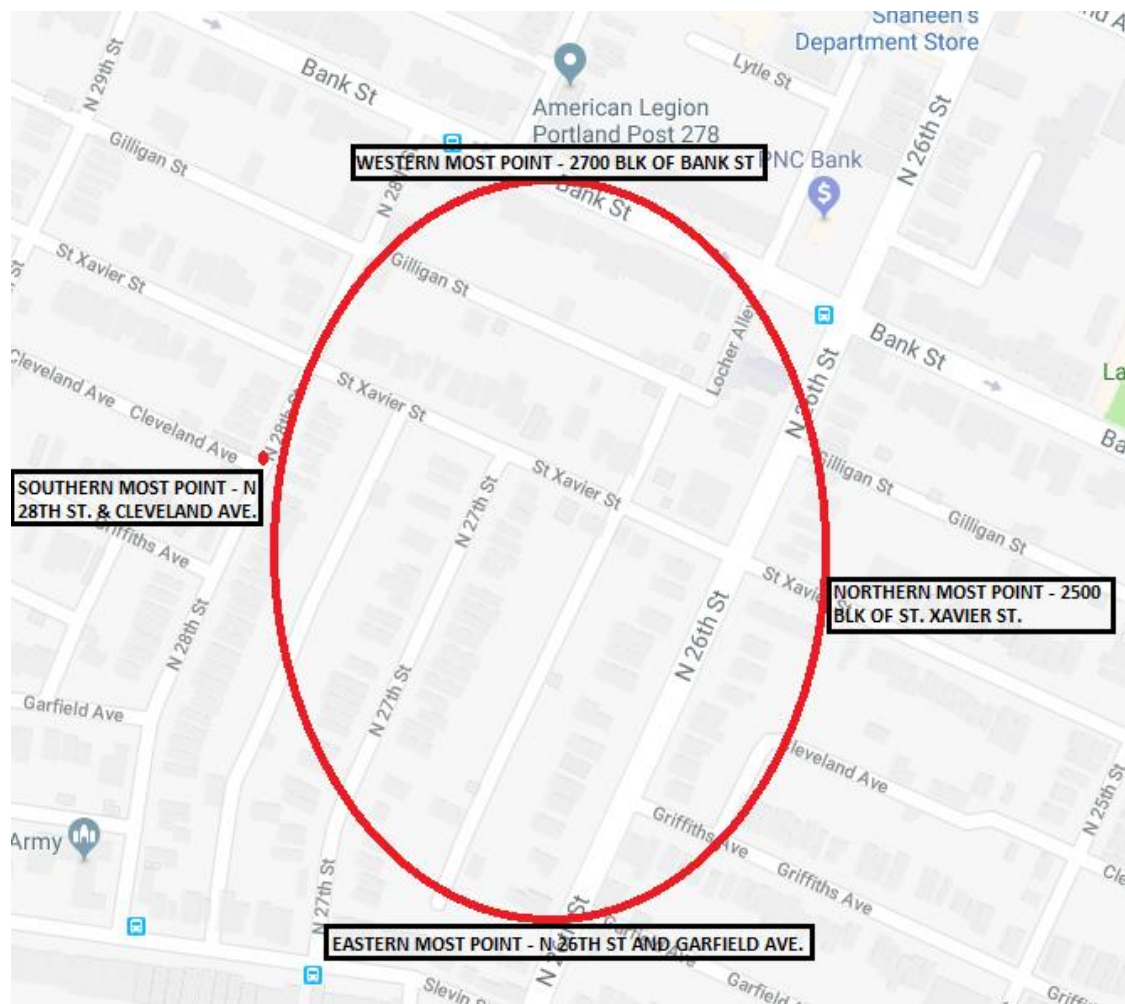
If a permit application is denied, the event producer will be contacted as soon as possible and advised regarding next steps, including any changes that must be made to the application in order to secure approval. Re-submitted applications with said changes do not require a second fee.

ADDITIONAL CONSIDERATIONS WHEN COMPLETING PERMT

If you need extra space to provide complete information for any section, use the blank “**Additional Information**” page at the end of the permit. In describing Special Effects, make sure to be specific and complete when listing any hazardous materials, such as explosive dust, compressed gases, explosive/blasting agents, flammable and combustible liquids, LPG or LNG, pyrotechnics, etc.

If filming will include potentially dangerous stunts, or vehicle chases, Louisville Metro Emergency Services (EMS) may require there be an EMT on site or possibly even an ambulance and attending personnel. If Lou Metro EMS cannot provide this service (for a fee) there are private services available. Often, film industry unions have this requirement in place anyway.

If there will be any **B-roll filming**, and the area involves more streets and locations than is practical to list individually, please upload a map such as this example:



ASSESSED FEES AND CANCELLATION

The \$40 application processing fee is due in advance before the application will be processed. This fee does NOT include any additional fees from aother agencies that may or may not be required to complete the application.

Any and all outstanding fees, including fines, penalties, and agreed upon damage restitution, from a previous project must be paid before a newly submitted Film Permit application will be reviewed or approved.

The applicant will be sent an invoice for any fees assessed after the permit is issued within seven (7) days after completion of the project covered.

Upon receipt of the invoice, the production has thirty (30) days to submit the total cost due payable to Metro Finance.

Application fees are non-refundable and are forfeited if a project is cancelled or if the film permit application is denied. .

Payment (checks only) can be made in person at or mailed to:

**Louisville Metro Emergency Services
Special Events Office
414 S. Fifth Street, Ste. 100
Louisville, KY 40202**

Credit cards are accepted, but only if payment is made in person in the Special Events Office.