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## CITY OF HOLLAND FILM PERMITTING GUIDELINES AND REQUIREMENTS

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These guidelines are provided to assist companies / individuals involved in the production of feature films, commercials, documentaries, television programming, music videos, and other similar activities as determined by the City of Holland. The policy does not cover news productions when undertaken by reporters, photographers or camera persons in the employ of an entity engaged in the broadcasting of news events; productions conducted by the public, education and government access channels, or by and at the direction of the City; and private events filmed or photographed for non-commercial purposes.

Use of public property and / or any portion of the public-right-of-way will require advance approval and issuance of a permit by the City of Holland. A permit will be required under the following circumstances:

- Traffic will be interrupted or impacted on City streets
- Pedestrian traffic on sidewalks will be interrupted
- A tripod, dolly, lift or any other type of vehicle or piece of equipment is used on sidewalks or streets
- Wires or cable run across or over sidewalks
- A generator is used on a sidewalk or street
- Filming takes place on any public property, including streets or sidewalks
- Public parking will be impacted

An application form is attached to these guidelines as **Attachment 1**. The applicant must be aware that these requirements and procedures are applicable only to public property within the City limits of the City of Holland, and understand that any filming to take place outside of the City limits of the City of Holland must be coordinated with another government jurisdiction.

Below is a summary of the steps to be followed in obtaining the necessary permits:

1. The application should be filed in the Office of the City Clerk no later than two (2) weeks in advance of the anticipated use of public property. The application must be filled out completely, and provide specific information with regard to the dates, times and location(s) requested for use. The application must also provide the name and telephone number of a primary contact on the part of the permittee who will be available to respond to questions and issues that may arise during the course of the project.
2. The application must be accompanied by an application fee in the amount of **\$200.00**, and a certificate of insurance naming the City of Holland as additional insured. The certificate of insurance must indicate the coverage limits for general liability and automobile liability insurance, and other insurances that may be required.
3. The application will be referred by the City Clerk's Office to any and all affected City Departments. This may include, but is not limited to:

- City Manager's Office – General information / review
- Parks & Recreation – Parks, Windmill Island Gardens
- Community & Neighborhood Services – Historic District, Downtown
- Transportation Services – Streets, sidewalks, and other public rights-of-way
- Police – Traffic, safety, security issues
- Fire – Safety issues

4. The applicant may be required to attend a meeting with representatives of the affected City departments. At that time, the request and schedule will be reviewed in detail so that everyone involved understands and agrees to dates, times, locations, and requirements.
5. Each of the departments to whom the application is referred will provide a response to the application, including an indication of services and costs for which the film company will be responsible. The types of services for which charges will be levied are included as **Attachment 2**.
6. The permittee will be required to sign a Letter of Agreement as a part of the application process. The Letter of Agreement will include an acknowledgement on the part of the film company to pay the charges for services incurred. In addition to the standard conditions stated as a part of the permit application, the letter of agreement will indicate any additional conditions or requirements attached to the permit. Such conditions may include, but are not limited to, the following:
  - The permittee shall indemnify and hold harmless the city, its officers, elected officials, agents, employees and volunteers, from and against any and all claims, actions, suits, proceedings, costs, expenses (including reasonable attorney's fees), damages, and liabilities claimed by any person, organization, association, or otherwise arising out of or relating to any act or omission of the permittee, its agents, contractors or employees under this agreement.
  - The permittee shall notify adjacent property owners/residents/businesses of any disruption to their everyday life as a result of the filming, including the name and phone number of a representative of the film company who is available to respond to any complaints or concerns.
  - The permittee shall observe an established limitation on the time of day before which filming may not begin and at which time filming must end, when it is determined that it may cause a disruption to neighboring businesses and/or residents.
  - The permittee shall observe any special requirements that may be established by a department or division of the City, such as the Downtown Development Authority or Principal Shopping District.
7. Following approval of the application and signing of the letter of agreement, the Department of Transportation Services will issue a Traffic Control Work Order (TCWO) for all affected public property and rights-of-way. The TCWO will be distributed to City departments and other agencies within the community (such as emergency response services, schools, etc) whose business may be affected by such closings.
8. Any changes to the agreed-upon schedule must be communicated to the designated City representative at least 24 hours in advance. Under no circumstances is the permittee authorized to close additional streets, establish additional "no parking" areas, or move production to a site other than that (those) authorized under the permit on the specific dates and times established in the permit, without authorization of the City.



APPLICATION FOR A FILM PERMIT Attachment 1
FOR USE OF CITY PROPERTY, FACILITIES, STREETS, SIDEWALKS AND RIGHTS-OF-WAY

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

Applicant Mailing Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Local Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact Address \_\_\_\_\_ Phone \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Required Attachments:

- 1. A complete listing of dates, times, locations, and all other available details regarding the use of any public property, facility, street, sidewalk and/or right-of-way.
2. Certificate of Insurance naming the City of Holland, its officers, agents and employees as additional insured, and showing limits of general liability and automobile coverage. The insurance certificate must include mention of the location of the area and the purpose for which it is to be occupied. The certificate shall also provide that the City receive a 10-day written notice in the event of cancellation of the policy.

General Conditions:

- 1. All vehicular and pedestrian traffic adjustments shall be made in accordance with the Michigan Manual of Uniform Traffic Control Devices and the approval of the Transportation Services Department.
2. All activities occurring within the public right-of-way or on City-owned property shall be performed in accordance with the terms and conditions of the Permit and the Letter of Agreement.
3. Pedestrian walkways shall be established and maintained free and safe from construction equipment and materials, construction operations and impediments such as mud, standing water, ice and snow.
4. Upon termination of the permit, the permit holder shall remove all material and equipment from the public right-of-way or City-owned property and shall restore the right-of-way or City-owned property to a condition equal to or better than that prior to its occupancy.
5. The applicant agrees to reimburse the City for any expense it incurs as a result of forcing compliance or remedying non-compliance to the conditions of this permit.
6. The occupant of the right-of-way or City-owned property shall post within plain view a telephone number at which a responsible party can be contacted at all times, including evening and weekends, for emergency purposes.

THIS FORM IS NOT A PERMIT: Temporary occupancy of the public right-of-way or City-owned property will not be authorized until the information submitted on this form has been reviewed and accepted by the City, the applicant has executed the Letter of Agreement, and the City has issued the necessary permit.

I hereby affirm that that the information in this application is correct to the best of my knowledge, and that I am authorized to make said application. I agree to the terms and conditions as stated herein.

\_\_\_\_\_
Date

\_\_\_\_\_
Applicant Signature

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**APPLICATION FOR A FILM PERMIT**  
**FOR USE OF CITY PROPERTY, FACILITIES, STREETS, SIDEWALKS AND RIGHTS-OF-WAY**

**PUBLIC SAFETY – POLICE DIVISION INFORMATION**

Event Name: \_\_\_\_\_

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

Yes  No Does the event include an activity using City streets or sidewalks?  
• If **yes**, how many participants will be participating? \_\_\_\_\_  
• If **yes**, attach a copy of your intended route.

Yes  No Will the event require amplified music or speech?  
• If **yes**, a Public Broadcast Permit must be completed (page 3 of application).

Certain events may require the need for police officers for crowd and traffic control and to ensure all required provisions are met. Security requirements will be determined by the Holland Public Safety – Police Division which may include hiring regular or reserve police officers. The criteria established by the Director of Public Safety must be accepted and followed. The applicant/sponsor will be required to pay for the officers for the event. During certain circumstances a deposit may be required.

Section 19-6 of the City Ordinance requires that a broadcasting permit be obtained for all events that will operate a loud-speaking device for outside events that occur within the City of Holland. If the activity will require amplified music or speech, a Public Broadcasting Permit application must be completed, which is included in this application.

**TO BE COMPLETED BY PUBLIC SAFETY – POLICE DIVISION**

Regular Officers Required:  Yes  No

Reserve Officers Required:  Yes  No

Traffic Control Order Required:  Yes  No

Parking Prohibitions Required:  Yes  No

Street Barricades Required:  Yes  No

Public Broadcasting Permit Required:  Yes  No

Approved / Denied \_\_\_\_\_

All conditions or requirements pertaining to this event will be attached to this application. If you have any questions pertaining to the conditions or to the responsibility of the Public Safety Department, please contact either the Sergeant in charge of traffic and special events at 616-355-1122 or the Captain of Patrol at 616-355-1126.

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**APPLICATION FOR A FILM PERMIT**  
**FOR USE OF CITY PROPERTY, FACILITIES, STREETS, SIDEWALKS AND RIGHTS-OF-WAY**

**BROADCASTING/SOUND PERMIT**

*Section 19-6 of the City Ordinance requires that a broadcasting permit be obtained for all events that will operate a loud-speaking device for outside events that occur within the City of Holland.*

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Date of Event: \_\_\_\_\_

Time Requested for Broadcasting: \_\_\_\_\_ (AM/PM) \_\_\_\_\_ (AM/PM)  
(Note time regulations below)

Event Name: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

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

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



Contact Person: \_\_\_\_\_  
(Print) (Signature) (Date)

Describe amplified music or speech:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Application for broadcasting for the above event is hereby approved subject to the attached conditions.

\_\_\_\_\_  
Chief of Public Safety, Matt Messer

\_\_\_\_\_  
City Manager, Keith Van Beek

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**Approval is subject to the following regulations in accordance with Section 19-6 of the City Code:**

- *Permit must be approved by the Chief of Public Safety and the City Manager.*
- *Permit will be issued only for matters of charitable, community, educational, recreational or religious purposes.*
- *Permit will not be issued for more than two hours in any one-half day or permitted after 9:00 p.m. unless approved by the Chief of Public Safety.*
- *Vehicles with sound systems may not operate within 300 feet of a hospital or 300 feet of a school during school hours.*
- *The sound equipment must be regulated so that it may be heard on the street but will not create a nuisance.*

**CITY SERVICES FOR WHICH CHARGES WILL BE ASSESSED**

- Police Officers (Regular and Reserve), including the costs of personnel and vehicles.
- Any and all necessary traffic control devices, including street closed signs, barrels, and/or barricades (if available). This includes the cost of personnel and vehicles for delivering, posting, and/or picking up such traffic control devices. If the City cannot provide the necessary traffic control devices, the permittee will be responsible for securing them from a company that provides such devices.
- Any charges for staff from other departments required for set-up, oversight, or cleanup.
- Any charges for utilities, water, or electrical hook-up.
- Normal and customary rental charges for any City facility as established in the City's Schedule of Fees and Charges.

## **LETTER OF AGREEMENT SUPPLEMENT TO FILM PERMIT**

### GENERAL CONDITIONS:

1. The Permittee must provide a complete listing of dates, times, locations, and all other available details regarding the use of any public property, facility, street, sidewalk and/or right-of-way as a part of the application.
2. The Permittee must provide a Certificate of Insurance naming the City of Holland as additional insured, showing limits of general liability and automobile coverage. The insurance certificate must include mention of the location of the area and the purpose for which it is to be occupied. The Certificate shall provide that the City receive a 10-day written notice in the event of the cancellation of the policy.
3. All vehicular and pedestrian traffic adjustments shall be made in accordance with the Michigan Manual of Uniform Traffic Control Devices and the approval of the Transportation Services Department.
4. All activities occurring with the public right-of-way or City owned property shall be performed in accordance with the terms and conditions of the Permit and the Letter of Agreement.
5. Pedestrian walkways shall be established and maintained free and safe from construction equipment and materials, construction operations and impediments such as mud, standing water, ice and snow.
6. Upon termination of the Permit, the Permittee shall remove all material and equipment from the public right-of-way or City-owned property and shall restore the right-of-way or City owned property to a condition equal to or better than that prior to its occupancy.
7. The Permittee agrees to reimburse the City for any expense it incurs as a result of forcing compliance or remedying non-compliance to the conditions of this permit.
8. The occupant of the right-of-way or City owned property shall post within plain view a telephone number at which a responsible party can be contacted at all times, including evening and weekends, for emergency purposes.

### ADDITIONAL TERMS AND CONDITIONS RELATED TO THIS PERMIT:

1. The Permittee is responsible for any and all charges for services that may be incurred and as outlined in Attachment 2 of the City Policy.
2. The Permittee shall notify adjacent property owners/residents/businesses of any disruption to their everyday life as a result of the filming, including the name and phone number of a representative of the film company who is available to respond to any complaints or concerns.
3. The Permittee shall observe a limitation on the time of day before which filming may not begin and at which time filming must end, when it is determined that it may cause a disruption to neighboring businesses or residents. For purposes of this permit, the time limitations are 7 a.m. to 9 p.m.

4. The Permittee shall observe any special requirements that may be established by a department or division of the City. For purposes of this permit, no special requirements have been established.

5. The Permittee shall indemnify and hold harmless the City of Holland, its officers, elected officials, agents, employees and volunteers, from and against any and all claims, actions, suits, proceedings, costs, expenses (including reasonable attorney's fees), damages, and liabilities claimed by any person, organization, association, or otherwise arising out of or relating to any act or omission of the Permittee, its agents, contractor or employees under this agreement.

IN WITNESS HEREOF, the Permittee hereby enters into this Agreement.

SIGNITURE \_\_\_\_\_

PRINTED  
NAME/TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

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

Receipt acknowledged by the City of Holland:

BY: \_\_\_\_\_

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