



**City of Annapolis**  
**Office of the Mayor**  
 Special Projects Coordinator  
 160 Duke of Gloucester Street  
 Annapolis, MD 21401-2517

FOR CITY USE ONLY	
FORM #	_____
EVENT DATE	_____
SUBMITTED	_____
STATUS	_____

[SpecialEvents@annapolis.gov](mailto:SpecialEvents@annapolis.gov) • 410-263-7996 • Fax 410-216-9284 • [www.annapolis.gov](http://www.annapolis.gov)  
 Deaf, hard of hearing or speech disability - use MD Relay or 711

### Film Permit Application

This application is required to determine whether the activities proposed are in compliance with applicable laws and regulations and to ensure that activities are not detrimental to the public health, safety and welfare. This permit application, with required attachments, must be submitted at least 10 days prior to the proposed filming. The Applicant will be responsible and billed for any and all costs the City incurs as a result of the approved filming. The City will provide an estimate of expected costs associated with the filming.

The film company **must** produce an insurance rider naming the City of Annapolis as an "additional insured." This can be faxed or emailed to the Special Projects Coordinator (see above) before the permit will be issued.

The following application is made pursuant to Section 11.12.050 Chapter 11.12 of the Code of the City of Annapolis (1996 Edition); "Public Peace and Order;" subtitled "Parades and assemblies - Permit Required." Pursuant to City Code Section 6.04.210, "Finance and Taxation Generally".

1. A pre-application discussion with the Special Projects Coordinator is required. Use contacts above.
2. This application **must** be *emailed* to the Special Projects Coordinator.
3. A \$25.00 non-refundable application fee **must** accompany the application. It will **not** be reviewed until the fee is paid. Payment may be made by cash, by check payable to the *City of Annapolis*, or by credit card (Visa or MasterCard) by calling 410-263-7996.

Project title \_\_\_\_\_

- Non-public                                      Commercial cinema                                      Television
- Domestic audience                                      Student film                                      Web-based production
- International audience

Production company \_\_\_\_\_

Address \_\_\_\_\_

Co. contact person \_\_\_\_\_

Project publicity contact \_\_\_\_\_

Phone number \_\_\_\_\_ Phone during event \_\_\_\_\_

E-mail \_\_\_\_\_

**Site information**

Is event in the Historic District?                      Yes                      No                      Event will be in Ward # \_\_\_\_\_

Permitted address \_\_\_\_\_

Location & route of event (attach map):

Describe activities & participants including VIP's:

Special site requirements:

Event date(s)	_____	Rain date(s)	_____
Start time	_____	End time	_____
Set-up time	_____	Breakdown	_____
Approximate event staffing	_____		

Special personnel requirements:

Estimated economic impact:

Event budget \_\_\_\_\_ Estimated on site expenditures \_\_\_\_\_

If yes is checked to any of the following, please describe in detail. The City requires **additional permits** for servicing, consumption or selling of alcohol on City property, vending or peddling and various components of event preparation and presentation. Contact specific department for permit application.

1.	Set caterer	Yes	No
2.	Electrical connections needed? ♦	Yes	No
	All electrical connections within the City require a Annapolis-licensed electrician.		
3.	Amplified music?	Yes	No
	Type, duration: _____		
4.	Docking or mooring needed? *♦	Yes	No
5.	Temporary structures erected? *♦	Yes	No
6.	Fireworks, explosives or weapons?	Yes	No
	Over water = Coast Guard permit 120 days+)		
7.	Street or walkway closure? * ♦	Yes	No
8.	Parking plan? * ♦	Yes	No
9.	Security/event management plan? * ♦	Yes	No
10.	Toilet facilities plan? *	Yes	No

11. Need ancillary bus/shuttle service? ♦ Yes No  
 12. Trash and clean up plan (incl. signs)? \*♦ Yes No  
 Company \_\_\_\_\_ Phone \_\_\_\_\_

13. Notification of impact zone occupants? \* Yes No  
 14. Will this event affect access or parking for regular religious services? Yes No

\* Please include plan, diagram and/or maps with application.  
 ♦ Services provided by the City of Annapolis may require additional fees to be paid by event sponsor.

You may make payment for City services & fees with a credit card as noted above. Make any checks payable to *The City of Annapolis*.

Use of City property for special events may be subject to review by City Council, which may require legislation. Approved permit or lease must be on site and available during event, including additional permits & licenses as required.

The applicant organization or individual furthermore agrees to indemnify and hold harmless the City and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of and City property and/or personnel.

**The City requires an insurance rider covering the City from damages arising from the permitted event.**

**I have read and understand all the terms and conditions of this application. I am authorized by the applicant organization to sign on its behalf. My signature represents my acceptance of these terms and conditions**

\_\_\_\_\_  
 Signature of Applicant or Applicant's Representative (may be typed)

\_\_\_\_\_  
 Date

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Please initial, date and return to Special Projects Coordinator.

DNEP _____	PIO _____
City Clerk _____	Public Works _____
Fire _____	Recreation & Parks _____
Harbormaster _____	Transportation _____
Mayor _____	Other City/Council _____
OEM _____	DGS/Parking _____
Office of Law _____	Other non-City _____
Police _____	

**Event application is hereby**

Referred to Office of Law for legislation for City Council      Approved      Disapproved  
 Approved with the following modifications:

Cc. Ward Alderman, City Web site

\_\_\_\_\_  
 Signature of Projects Coordinator on behalf of the Mayor's Office

\_\_\_\_\_  
 Date