



**Reading-Berks Municipality
Film/ TV/ Commercial Project Permit Form**

Complete and return to the ReadingFilm Office 14 days prior to the proposed project shoot and proof of insurance. If 14 days is not possible, please explain.

Name of Project:

Requested Date(s):

Program Type:

Description of Filming Activities Explain project below or attach copy of project treatment or script

Location: Provide site location(s) name, address, specific dates at location, and start and end times
Attached a separate document with additional locations if needed

Location 1:

Location 2:

Location 3:

Location 4:

Location 5:

Location 6:

Location 7:

Location 8:

Number of individuals

Requested Rain Date(s) (if exterior shoot)

Project Checklist

Check the boxes that apply to your project and provide explanation / information as required

Certificate of Insurance – minimum of \$1 million coverage with the “City of Reading” listed as additional insured (attach rider, as well as rider(s) for other affected entities).

Traffic – Street/highway closings:

Moving shots on the street:

Parking – needed for crew, staff, talent, equipment or as part of the actual shoot; at or near this location (specify):

Number of vehicles/equipment you plan to park on **City Streets** (not private property):

Noise – noise levels will likely increase, start/end time:

Lighting – additional lighting to be used, start/end time:

Security – will you need city security:

Or provide own security, list name:

Private Location Ownership – shoot will take place inside or on the property of a private owner, and the specifics of the agreements for use are determined entirely by the property owner and the filmmaker; however, this shoot may impact City property/concerns in the following way; street closure, traffic congestion, noise level, other:

SFX – Will Special Effects be used in this project? Please specify: fire, flood, explosion, simulated gunfire, weapons, pyrotechnics, or stunts:

Nudity — will there be nudity?

Safety — will there be open flames?

Drone — do you plan to fly a drone?

Animals — will there be any animals on set?

Zoning and Codes — temporary waivers to local ordinances requested?

Utilities – access to electric, water, or natural gas for the actual shoot or to support the production is requested (explain)

Provider of portable toilets and hand washing sinks?

Vendor(s) who will remove all trash/garbage and water / waste, disposal of soapy water, recycling rinse water, cooking oil, syrups, etc. must be disposed of according to all Federal, State and Local regulations.

Project Contact Information

Company Name

Work #

Company Address

Contact Name & Title

Emergency Contact Name

Contact Email:

Emergency

Contact Cell #

Contact #

Is your Production Company interested in applying for the PA Film & Television Tax Credit Program?

I declare under penalty of perjury that to the best of my knowledge these statements are true and correct. I understand that this permit application is a contract between the City of Reading/ ReadingFilm Office and me and/or the organization/entity requesting the permit.

SIGNATURE:

Date:

Please print name:

The Applicant for a Permit shall indemnify and hold harmless the City, its officers, employees, agents, volunteers and representatives of the City of Reading and of the ReadingFilm Office against all claims or liability and causes of action resulting from injury or damage to persons or property arising out of the event.

The Applicant assumes responsibility for all duties and obligations under the Code of Ordinances of City of Reading, Chapter 576 Vehicles and Traffic, Part 12 Parades, Special Events, and Public Gatherings, including payment for the event.

Approved by ReadingFilm Office:

ReadingFilm Office Representative

Print Name

Date:

Representative Title