



Photography, Filming or Video Taping

City of East Grand Rapids

Parks and Recreation Department

750 Lakeside Dr. SE East Grand Rapids, MI 49506

Phone: 616-949-1750 www.eastgr.org Fax: 616-831-6144

APPLICATION REQUIREMENTS

The applicant is required to submit a **\$250 permit fee as part of the application process. If submitting the application less 10 business days from the event date the permit fee will be \$500.** Additional charges will be based on the needs of various requested or required city services. Outstanding balances are due to the City no later than thirty (30) days after the completion of the event.

Community notification in written format is required no less than three days prior to the scheduled date of arrival. Distribute written notification, including the Code of Conduct, no less than one block in all directions from the filming or photo shoot location. Written notification must be submitted and approved by the Parks and Recreation Department prior to distribution.

Any damage to City or School property is the responsibility of the Production Company or Representative listed on the permit application. Cost of damages will be billed accordingly.

INSURANCE COVERAGE

In order to obtain a City permit, you must provide proof and a copy of liability insurance, no less than 48 hours prior to the event, including the following coverage:

The CITY OF EAST GRAND RAPIDS AND EAST GRAND RAPIDS PUBLIC SCHOOL DISTRICT shall be named as an "Additional Insured" under policy with respect to permits issued by the City. The address is CITY OF EAST GRAND RAPIDS, 750 Lakeside Dr., East Grand Rapids, MI 49506.

General Liability: \$1 million Bodily Injury and Property Damage combined.

Automobile Liability: \$1 million Bodily Injury and Property Damage combined.

The permit holder 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 permit holder, its agents, contractors or employees under this Agreement. Such indemnification shall not be effective to the extent that the damage or injury results from the sole negligence of the City.

Failure of the Company to comply with the terms of the City's permit as described may result in revocation of the permit and the inability to obtain future permits

The CITY OF EAST GRAND RAPIDS shall be given 30 days' notice of any change, cancellation, expiration or renewal of the policy. Only one certificate of insurance is required by the City for your photography, filming or videotaping operation, it will cover all City Departments and the School District. Please notify us at 616-949-1750.