



CITY OF CLEVELAND
Mayor Justin M. Bibb

**INSTRUCTIONS
PHOTOGRAPHY AND TV/FILM
PERMIT APPLICATION**

City of Cleveland
Department of Public Works
Office of Special Events
500 Lakeside Avenue, First Floor
Cleveland, Ohio 44114

Phone: 216.664.2484

Hours of Operation: 9:00 am to 5:00 pm Weekdays

Specialevents@clevelandohio.gov

How to File a Photography/TV/Film application

Before You Apply: The Greater Cleveland Film Commission must be contacted at 216-623-3910, for permitting requirements, and Filmmaker's Code of Conduct.

Greater Cleveland Film Commission
1333 Lakeside Avenue East
Cleveland, Ohio 44114
www.clevelandfilm.com

If you're seeking a permit to film as part of a news media production, please contact the Mayor's Office of Communications at 216-664-2000 or Communications@clevelandohio.gov, in addition to submitting a permit application.

Mail: Office of Special Events, 500 Lakeside Avenue – First Floor, Cleveland, OH 44114.

Fax: 1-216-420-8122

Email: Complete application and submit documents to specialevents@clevelandohio.gov.

What to Submit to the Office of Special Events

1. Fully complete and signed application;
2. Certificate of Insurance General Liability and Property Casualty, in the amount of \$1 million or greater (City of Cleveland must be listed as an Additional Insured and Certificate Holder);
3. (FOR TV/FILM ONLY) Site Map of Film location(s).
 - a. An aerial street map on 8 ½ x 11 sheet that clearly label the location and type of shooting occurring in that area, as well as locations of Basecamp, Extras Holding, Craft Services, etc.
 - b. Create separate site maps for separate location shooting sequences.
 - c. For action, FX, or stunt sequences, please indicate any movement and / or street obstructions / closures associated with the events on your site map.

Approved Permits are obtained at the Office of Special Events

Once the permit application is submitted for TV/film activity only, the applicant will be scheduled to present their logistics to the City of Cleveland's Special Events Steering Committee.

Street and/ or sidewalk obstruction/closures held with photography or TV/film activity must be submitted to the Division of Assessments & Licenses at least fourteen (14) days before the proposed activity is to commence. Please note, this timeframe does not include the additional reviews and timeline for the Special Events Committee process.

Applicants are responsible for all additional permits, signatures, and fees that may be required for the Photography, or TV/Film Shoot. Copies of additional permits must be submitted to the Office of Special Events prior to receiving approval from the special events office.

Documents can be submitted by email (specialevents@clevelandohio.gov), or mail (500 Lakeside Ave, First Floor – Cleveland, OH 44114).

Note: City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.



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APPLICATION DATE:

SECTION A – ONSITE CONTACT

Project Title:		Production Dates:	
Company Name:			
Company Address:			
Location Manager:			
Mobile Phone:		Email:	
Production Manager:			
Mobile Phone:		Email:	
Other Contact:			
Mobile Phone:		Email:	

SECTION B – PRODUCTION INFORMATION

Production Type:	<input type="checkbox"/> Corporate Video <input type="checkbox"/> Feature Film <input type="checkbox"/> Live Broadcast <input type="checkbox"/> Music Video <input type="checkbox"/> Podcast <input type="checkbox"/> TV Commercial <input type="checkbox"/> TV Episodic <input type="checkbox"/> TV Movie <input type="checkbox"/> Still Photography <input type="checkbox"/> Other: _____		
Production Components (check all that applies):	<input type="checkbox"/> Catering Onsite <input type="checkbox"/> Drone(s) Use <input type="checkbox"/> Electricity* <input type="checkbox"/> Fencing <input type="checkbox"/> Generators(s) <input type="checkbox"/> Drone(s) <input type="checkbox"/> Pyrotechnics <input type="checkbox"/> Propane/Flame Use <input type="checkbox"/> Scaffolding <input type="checkbox"/> Stage(s) <input type="checkbox"/> Street Closure/Obstruction <input type="checkbox"/> Stunts/Special Effects <input type="checkbox"/> Tent(s) <input type="checkbox"/> Water Use* <input type="checkbox"/> Other: _____ <i>Additional City of Cleveland Permitting will apply for all components selected.</i> <i>*Please note: If you are requesting the use of a City of Cleveland park/property, please be sure to check availability of the above utility services.</i>		
Location Shoot Specifics (attach detailed proposal if more space is needed):	Date	Time	Location & Activity (Describe each scene per location and date)
Please note: The use of City of Cleveland parks/properties may require rental fees, please make sure to check availability and pricing.			
# of Personnel/ Crew Members:			
# of Vehicles on Location(s):	Cars:	Trucks:	RVs: Other:
Insurance:	All activities are required to provide proof of liability insurance. General liability and property & casualty coverage amount must be no less than \$1 million dollars (\$1,000,000.00); naming the City of Cleveland as an additional insured for all activity dates including installation and teardown.		
	Insurance Provider Name:		
	Street Address:		
	City:	State:	Zip:
	Name of Agent/Contact:		



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	Telephone/Mobile Phone:	Email:
Production Notification:	<p>TV/Film activities are required to serve notices to residents and/or businesses in and around the area where filming will be conducted and to furnish evidence thereof to the Office of Special Events. Notices must be distributed in the community at least ten (10) business days prior to the first day of production.</p> <p><i>Please note: If your activity is located on private property, you must submit a written approval/notification letters from the property owner to the Office of Special Events with this application.</i></p>	
Production Gathering Readiness Plan:	<p>Applicants are strongly encouraged to help prevent the spread of COVID-19 with facial coverings/ masks, social/physical distance, sanitizing , and messaging.</p>	
Parking Plan (Describe parking arrangements):	<p>Installation and Teardown Dates:</p> <p>Activity Participants (Production Trailers, Media Vehicles, Vendor Vehicles, Staff and/or Volunteers):</p> <p>Are you requesting the use of curb lanes for parking? <input type="checkbox"/> *Yes <input type="checkbox"/> No</p> <p><i>*Additional City of Cleveland permitting will apply for street parking.</i></p>	

SECTION C - PRODUCTION SECURITY INFORMATION

A written Security Plan must be submitted to the Cleveland Police Special Events Coordinator no later than 60 days prior to the date of your event and must be approved by the City of Cleveland, Chief of Police or his/her designee.

Once the written security plan has been submitted, the Cleveland Division of Police will review the plan and retains the final authority to require a minimum number of licensed private security guards, volunteers, staff positions as well as police officers and traffic controllers necessary to staff your proposed activity.

The Cleveland Division of Police has final authority over your activity's safety requirements. If the number of Private Security & Law Enforcement Professionals approved by the Police Department is not provided, and/or proves inadequate, the Cleveland Division of Police maintains the right to shut down any or all components of your activity, and/or to provide additional police services that will be billed directly to the permit holder at the contractual rates for staffing and equipment.

Areas within your venue which have a likelihood of motor vehicle intrusion are required to be protected with a barrier suitable for stopping / deflecting motor vehicles.

Private Security Firm Name:

Name of Contact:

Mobile Phone:

Email Address:

SECTION D - ACKNOWLEDGEMENT

By signing, Applicant acknowledges and agrees to comply with all requirements of the City of Cleveland, Cuyahoga County, State of Ohio and any other applicable entity which may pertain to the use of the location and the conduct of the activity. If during the course of any activity for which the Department of Public Works has granted a permit, the activities of any participant(s) or spectators has become abusive or destructive to City of Cleveland property or equipment, or have become adverse to the intent for which the permit has been granted, the Department of Public Works reserves the right to immediately adjourn such activity. I have read and agree to abide by all the rules and regulations stated above.

APPLICANT SIGNATURE

APPLICANT PRINT NAME:

TITLE OF APPLICANT:

APPLICANT SIGNATURE:

DATE: