

1. What type of project are you filming? (Check all that apply) ¹

- Small Production Commercial Television
 Film Streaming Student [Enter school here...](#)

2. Will your project require the use of public or private property? ²

- Public Private [Please contact the Borough Manager to provide details.](#)

3. Please provide a brief description of the project, including any specific requests you may have for the Borough, its businesses, and/or residents. ³

[Enter project description here...](#)

4. Have you obtained insurance for this project?

- Yes No

5. Please upload a certificate of insurance or indicate the date upon which you expect to be in possession of a certificate of insurance.

- I do not have insurance but expect to be in possession of a certificate by [Click to Enter Date](#)

6. Applicant will require the site from [Choose Date](#) through [Choose Date](#), including days designated for preparations and clean up. ⁴

7. Applicant has selected alternate dates of [Choose Date](#) through [Choose Date](#), including days designated for preparations and clean up, in case of inclement weather and/or other disruptions to the original schedule.

8. Applicant will require # of metered parking spots at a rate of \$15.00 per spot, per day, for a total of \$0.00. The metered parking spots should be located at [enter desired parking spot location here...](#) Applicant acknowledges that Applicant is responsible for posting signs that clearly notify residents of our reservation at least 24 hours prior to the start of the shoot. TBD

9. Applicant will require truck and/or trailer parking and/or has other needs that will require street closure and/or special accommodations at a rate of \$150.00 per street, per day. ⁵

- Yes No, we do not require street closures. No, we have coordinated additional parking through a private entity (e.g., the YMCA, a local business, etc.) TBD

10. You are responsible for contacting any private businesses and/or residents whose property will be involved and/or affected by the project. Have you initiated such contact?

- No Yes. We have been in contact with [Enter contact here.](#)

11. Have you obtained the required Film Permit (\$250) for the project? ⁶

- Yes No. I would like to pay for my permit now.

12. Your total is \$0.00 (sum of Questions 8, 9, and 11). ⁷

- 1 *Discounts may be available for “student” and “small” productions. Please contact the Borough Manager for additional information and any requests regarding discount availability.*
- 2 *Although no permit is required to film on private property within the Borough, the project must comply with local ordinances including [§ 240-21](#), [§ 240-15](#), [§ 240-23](#), [§ 240-19](#), and [§ 240-14](#). Additionally, all projects, including those to be filmed on private property, must be coordinated with the Borough Manager to assess the potential public impact and the use of Borough resources to mitigate those impacts.*
- 3 *Permits will not be issued for any production that will result in the direct violation of any governing federal, state, or city law, including the Sewickley Borough Ordinances. Although most requests will be approved independently by the Borough Manager, the Borough Manager has discretion to submit a request for review and approval by the Sewickley Borough Council.*
- 4 *Kindly note that the Borough has a preference for Monday shoots, as many businesses are closed on Mondays.*
- 5 *The Borough will follow up to coordinate specific street closures and/or lot reservations.*
- 6 *It is unlawful to conduct a filming activity on Sewickley Borough property or on a public way within Sewickley Borough without first obtaining a Film Permit (“Permit”) from the Sewickley Borough Council. The Permit authorizes the Permittee, for example a Production Company (including its employees, agents, contractors, subcontractors, suppliers, successors, assigns, licensees and anyone else acting at its direction, hereinafter collectively), to film or otherwise create motion picture images and perform other pre-production activities in Sewickley Borough during the calendar days specified in the Permit. Once issued, the Permit must be in the possession of the Permittee at all times while on location(s) in the Borough. No permit is necessary for filming on private property, but proper coordination with the Borough Manager is expected.*
- 7 *Additional charges may apply. Please contact the Borough Manager after paying for your permit.*