



# Baltimore Film Office

## Baltimore City Department of Recreation and Parks Request for Recreation & Park Use-Film Production

### SECTION 1. GENERAL APPLICANT INFORMATION

Production Company Name: \_\_\_\_\_

Name of responsible person for conducting film/video activity: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

Phone Numbers: Day \_\_\_\_\_ Evening \_\_\_\_\_ On-Site \_\_\_\_\_

Name of Project: \_\_\_\_\_

Name of Requested Recreation & Park Property/Facility: \_\_\_\_\_

Specific Recreation Facility or Park Location: (describe in detail (list address, intersections, landmarks of park property or specific area(s) within the park) \* See addendum for West Shore Park, Mt. Vernon Park and Patterson Park.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you requesting a pavilion?  Yes  No If yes, pavilion number or name: \_\_\_\_\_

Number of crew and actors on site: \_\_\_\_\_

### SECTION 2. PRODUCTION EVENT SET UP AND BREAKDOWN DATES AND TIMES

Please fill in the table below with all requested date(s) and time(s):

Project Activity	Starting Date(s)	Ending Date(s)	Starting Time	Ending Time
Set Up				
Filming				
Break Down				

### SECTION 3. SITE PLAN, PROJECT EQUIPMENT AND SET UP

**Please indicate the area of park use on attached park map.**

Please list in detail all equipment necessary for filming, including tables, pop up tents and set dressing, as well as special request or requirements for set up:

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Will you have Port-a-Pots?  Yes  No If yes, how many: \_\_\_\_\_  
If yes, please include location in site plan.

Name of Port-a-Pot Company: \_\_\_\_\_ Phone: \_\_\_\_\_

### SECTION 4. LOGISTICS

Are you providing a generator as a power source?  Yes  No

Do you need the use electricity (a fee may be assessed for this service)?  Yes  No

If yes, and you would like the City to provide, please complete the Application for City Services and Equipment. If yes, and you are providing, please list operational needs:

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Is a power source available at the proposed location?  Yes  No

If yes, is access available or will it have to be turned on (please explain)?

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How many vehicles are necessary for this event: \_\_\_\_\_ Please include parking plan in site plan.

**NOTE: No vehicles are allowed on turf area. Some parks require parking passes (Patterson Park). No vehicles are allowed in Federal Hill.**

#### PLEASE SIGN AND DATE

1. I certify that all of the information included above or submitted under separate cover is true and accurate to the best of my knowledge.
2. I read, understood, and agree to the Baltimore City Recreation Parks and Facility Guidelines and any rules or regulations described in the documents or in my completed application.
3. By signing and submitting this application, I and/or the sponsoring organization(s) agree to abide by the rules and regulations of the City of Baltimore, especially those rules and regulations pertaining to permits.
4. I, the undersigned, agrees to indemnify, defend and hold harmless the Mayor and City Council of Baltimore, its elected/appointed officials, employees, agents and volunteers from any and all loss, claims, demands, suits, and actions whatsoever, arising as a result of, or in connection with, any willful and/or negligent act or omission of the undersigned, its employees, agents and/or representatives.

\_\_\_\_\_  
Applicant's Signature (Click box above to sign)

\_\_\_\_\_  
Date