



Plymouth Film Location Request Form



Please fill in as much information as possible to provide adequate data to better understand your request. If additional lines are needed please attach another sheet to this request form. *All inquiries remain confidential until required permits are filed.*

Projection Title: _____

Production Company: _____

Producer: _____ Director: _____

Main Project Contact: _____ Cell: _____

Address: _____ City: _____ State: _____

Phone #: _____ E-mail: _____

Site Location, (parcel or street / public or private): _____

Timeframe of Project: From: _____ To _____ (Day/Month/Year)

Prep Days/Times: _____

Shoot Days/Times: _____

Number of Crew: _____ Cast: _____ Extras: _____ Total: _____

Number of Vehicles / Equipment: _____

Will you require street closings? _____ Where: _____

If so, start time: _____ end time: _____

Also, include map and identify landmarks or nearest intersecting points needing closure:

Will you be building, wiring, or plumbing temporary or portable sets? Yes: ___ No ___

If Yes: Describe the nature of the construction:

Will you require the use of any public space or buildings? Yes ___ No ___

If yes please describe: _____

Use the showmobile? Y / N (see Chamber / 508-830-1620) Location(s)

Amplified music? Y / N (see Town Manager's Office / 508-830-1620 x100)

Use of electricity? Y / N (see Bldg. Dept / 508-747-1620 x 109)

If you check yes to any please see appropriate department immediately.

Will there be food? Y / N (see Health Dept. / 508-747-1620 x118)

Will there be vendors? Y / N (see Town Manager's Office / 508-747-1620 x100)

Use of tents? Y / N (see Bldg. Dept 508-747-1620 x109 **and** Fire / 508-830-4213 x106) Location(s)

Use of Memorial Hall? Y / N (see Digital Media Services / 508-747-1622)

Use of playing fields? Y / N (see Recreation Dept. / 508-747-1620 x137) Location(s)

Use of Pilgrim Memorial State Park: Y / N (contact State / 617-626-1486)

Do you wish to block public parking spaces? Y / N (see Plymouth Growth & Development Corp. / 508-747-5929)

Signature of Applicant: _____

	COMMENTS AND CONDITIONS
POLICE	
FIRE	
PARKS & RECREATION	
DEPT. OF PUBLIC WORKS	
BUILDING	

- A **certificate of liability insurance** with the Town of Plymouth named as an Additional Insured is required.
- **FINAL APPROVAL** of your film request is not granted unless all comments and conditions listed above have been met AND insurance certificate has been provided.
- **Please Note:** Inspections may be conducted the day of filming, please ensure you are in compliance with conditions/comments above or your event may be in jeopardy.

ECONOMIC DEVELOPMENT FINAL APPROVAL	
TOWN MANAGER'S OFFICE FINAL APPROVAL	

Please have on hand during filming.