



## Metropolitan Government of Nashville and Davidson County Film Permit Application and Requirements

**Thank you for filming in Nashville!** A film permit is required when film/tape activity

- takes place on public property – Metro parks, streets, buildings, and other city facilities,
- involves closing a street,
- involves closing or temporarily stopping one lane of traffic or impeding vehicular traffic in any way,
- requires on street parking,
- requires bagging meters,
- involves closing a sidewalk or impeding the flow of pedestrian traffic,
- requires placement of flats, lights, cameras or other equipment on public property.

A permit is also required if you are filming in a residential neighborhood and parking on city streets.

**Application Fee and Deadline:** The film permit application fee is \$30. This applies whether you are shooting for five days or five hours, at one or ten locations.

**Applications must be filed at least three (3) days prior to shooting:** Fines will be enforced if filming on city property takes place without a permit. Advance notice helps us help you.

Complete all pages of the application and agreement that follows and return by fax, mail or in person. The \$30 fee is payable by **check or money order** to:

**Mayor's Office of Economic and Community Development**  
Metropolitan Courthouse, Suite 102  
One Public Square  
Nashville, TN 37201

Phone (615) 862-6024  
Fax (615) 862-6025

***Note...the completed application including the certificate of liability insurance and payment must be received before the permit can be issued.***

The fact that a film permit is issued shall not replace or render unnecessary any other permit required by law. Other permits required by Metro must be applied for and secured separately.

**Certificate of Insurance:** Comprehensive general public liability insurance coverage from an insurance company authorized to do business in the State of Tennessee and acceptable to Metro must be provided. If using an automobile, automobile liability coverage is also required. Both policies of insurance must have a limit of not less than one million dollars (\$1,000,000.00).

In the event a Metro structure is used, insurance coverage for any damage to the structure shall have a limit of not less than Five Hundred Thousand Dollars (\$500,000.00). This insurance coverage may be carried in a separate policy or be included in the comprehensive general liability policy.

Additional insurance coverage as deemed necessary by Metro Legal may be required.

The **insured company** must be the same as the **permit applicant**.

Metropolitan Government of Nashville and Davidson County must be included as a certificate holder and named as an additional insured:

**Metropolitan Government of Nashville and Davidson County**  
Metropolitan Courthouse, Suite 102  
One Public Square  
Nashville, TN 37201

**See example that follows.**

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

XXXXXX

<b>PRODUCER</b>  <b>Insurance Company</b> <b>Address</b> <b>Phone Number</b>	<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
<b>INSURED</b>  <b>Insured Company – Must be permit applicant</b> <b>Address</b>	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A: <b>ABC Insurance Company</b>	
	INSURER B: <b>XYZ Insurance Company</b>	
	INSURER C:	
	INSURER D:	
	INSURER E:	

**COVERAGES**

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or conditions of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies. Limits shown may have been reduced by paid claims.

CD LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS								
A	General Liability <input checked="" type="checkbox"/> Commercial General Liability <input type="checkbox"/> Claims made <input checked="" type="checkbox"/> Occur <input type="checkbox"/> Owner's & Contractor's Prot. <input type="checkbox"/> Other	<b>Xxxx12345678</b>	<b>12/1/07</b>	<b>12/1/08</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">General Aggregate Products - Comp/op Agg</td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td>Personal &amp; Adv Injury Each Occurrence</td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td>Fire Damage (any one fire)</td> <td style="text-align: right;">\$ 50,000</td> </tr> <tr> <td>Med Exp (Any one person)</td> <td style="text-align: right;">\$ NA</td> </tr> </table>	General Aggregate Products - Comp/op Agg	\$1,000,000	Personal & Adv Injury Each Occurrence	\$1,000,000	Fire Damage (any one fire)	\$ 50,000	Med Exp (Any one person)	\$ NA
General Aggregate Products - Comp/op Agg	\$1,000,000												
Personal & Adv Injury Each Occurrence	\$1,000,000												
Fire Damage (any one fire)	\$ 50,000												
Med Exp (Any one person)	\$ NA												
A	Automobile Liability <input type="checkbox"/> Any auto <input type="checkbox"/> All owned autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Garage Liability	<b>Yyyy98764543</b>	<b>12/1/07</b>	<b>12/1/08</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Combined Single Limit</td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td>Bodily Injury (per person)</td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td>Property Damage</td> <td style="text-align: right;">\$ 50,000</td> </tr> </table>	Combined Single Limit	\$1,000,000	Bodily Injury (per person)	\$1,000,000	Property Damage	\$ 50,000		
Combined Single Limit	\$1,000,000												
Bodily Injury (per person)	\$1,000,000												
Property Damage	\$ 50,000												
	Excess Liability <input type="checkbox"/> Umbrella <input type="checkbox"/> Other than Umbrella Form				<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Each Occurrence</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Retention</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Aggregate</td> <td style="text-align: right;">\$</td> </tr> </table>	Each Occurrence	\$	Retention	\$	Aggregate	\$		
Each Occurrence	\$												
Retention	\$												
Aggregate	\$												
B	<input checked="" type="checkbox"/> Workers Compensation and Employers Liability  <input type="checkbox"/> Other Professional Liability	<b>Zzzz4567890</b>	<b>12/1/07</b>	<b>12/1/08</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Statutory Limits Disease-Policy Limit</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Disease- Each emp</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Employer's Liability</td> <td style="text-align: right;">\$ 100,000</td> </tr> </table>	Statutory Limits Disease-Policy Limit	\$	Disease- Each emp	\$	Employer's Liability	\$ 100,000		
Statutory Limits Disease-Policy Limit	\$												
Disease- Each emp	\$												
Employer's Liability	\$ 100,000												
	<input type="checkbox"/> Other Professional Liability				\$								

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

**The Certificate Holder is an additional insured for liability arising from the filming of (project name) on (dates) on (street locations) in Nashville, TN.**

*Note...if the production company is contracted by the insured company, they should be listed as a contracted company for the film project and covered under this liability insurance.*

<b>CERTIFICATE HOLDER</b>  <b>METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY</b> <b>METROPOLITAN COURTHOUSE, SUITE 102</b> <b>ONE PUBLIC SQUARE</b> <b>NASHVILLE, TN 37201</b>	<b>CANCELLATION</b>  Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named to the Left.  <i>SIGNATURE OF AUTHORIZED REPRESENTATIVE</i>
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## **Other Permit Requirements and Contacts for Metro Properties:**

**Public Works – Street, Lane or Sidewalk Closures:** For street, lane or sidewalk closure/blockage, an **additional** permit **must** be obtained from Public Works. A permit may also be required if you are parking over-sized vehicles on a public street.

You must contact Buddy Hall at least three (3) days in advance at **(615) 862-8782** or FAX (615) 880-3259.

When using the Shelby Street Bridge, you must contact Dickie Lain at Public Works at **(615) 862-8676**.

**Bagged Meters:** For bagged meters, Dianne Marshall of Public Works must be contacted three (3) days in advance at **(615) 880-2455** or FAX (615) 880-2012. The fee for bagged meters is \$15.00 per meter, per day.

**Metro Parks:** Filming, taping or photographing in Metro Parks requires a Parks permit. To obtain the permit, contact Sherry Walker at **(615) 862-8400** for all Parks properties except the Warner Parks or visit their website at [www.nashville.gov/parks/forms.htm](http://www.nashville.gov/parks/forms.htm). For a permit to shoot in the Percy Warner or Edwin Warner Parks, call Bob Parrish at **(615) 862-8400 Ext. 325**.

Metro has 102 parks properties including the Two Rivers Mansion (3130 McGavock Pike – a sparsely furnished facility), the Parthenon (2600 West End in Centennial Park – only exterior shots are usually allowed), the Centennial Sportsplex (222 25<sup>th</sup> Ave. N.) and Wave Country, which houses a wave-action pool (3150 McGavock Pike).

**Metro Schools:** Filming in a Metro School requires a film permit and coordination with Mr. Vern Denney. Contact Mr. Denney at **(615) 259-8519** or FAX (615) 259-8727. It is typically appropriate to make a donation to the school, but not required.

**Metro Hospitals:** A film permit is required to film in a Metro hospital. For Bordeaux Hospital – **EXTERIORS ONLY** (1440 County Hospital Road) – contact Debbie Meredith at **(615) 862-6860**. For Metro General Hospital, please contact Director of Communications/Public Relations Judith McCoy at **(615) 341-4082**.

**Metropolitan Nashville Airport Authority:** For filming at the airport, contact Airport Corporate Communications at **(615) 275-1611**.

**Good Neighbor Letter:** The following is an example of a “good neighbor” letter that should be sent to any business or residence that could be impacted by your filming activity. This notice is a courtesy that will help ensure a smooth shoot and should be distributed as far in advance of the filming as possible. Please send or fax a copy of the letter fax: to **615.862.6025**, Attention: **Film**.

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July 1, 2007

To Whom It May Concern:

John Doe Production Company is shooting a commercial for XYZ Company at the Nashville Café located at 306 Any Street, on Tuesday, July 10, 2007, from 6 a.m. to 10 p.m.

As part of the process, we will be bagging parking meters on both sides of Any Street between Third and Fourth Avenues for the entire day. We will also be bagging three meters on Third Avenue South on the west side of the street near the intersection with Any Street.

We are also planning an exterior crane shot Tuesday evening. After 6:05 p.m. we will be closing lanes of traffic on Any Street between Third and Fourth Avenue on an “as needed” basis during our preparation and wrap. Some lanes will remain open to facilitate traffic. As we shoot, we will need to minimally hold and release all traffic from approximately 8:15-8:30 p.m. We will be finished by 10 p.m. at the latest.

We are working with the Mayor's Office of Economic and Community Development and the Department of Public Works. We will be providing police support.

If you have any questions, you can reach me locally at 615-999-9999 Monday thru Friday 9 a.m.-6 p.m.

Sincerely,

John Doe  
President



**FILM PRODUCTION PERMIT APPLICATION  
MAYOR'S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT**

**Please complete all pages.**

Date: \_\_\_\_\_

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

Producer: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

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

**Title/Project:**

Name: \_\_\_\_\_

Film Dates: \_\_\_\_\_

Film Hours: \_\_\_\_\_

Prep/Wrap Hours/Dates (if applicable): \_\_\_\_\_

Estimated dollars left in Nashville: \_\_\_\_\_

Total Number of Crew: \_\_\_\_\_ Number of Nashville Crew: \_\_\_\_\_

Total Number of Talent: \_\_\_\_\_ Principals: \_\_\_\_\_ Extras: \_\_\_\_\_ Nashville Talent: \_\_\_\_\_

**Production Classification:**

Feature Film: \_\_\_\_\_

Music Video: \_\_\_\_\_ (Artist): \_\_\_\_\_

TV Movie: \_\_\_\_\_ Still: \_\_\_\_\_

Industrial/Corporate: \_\_\_\_\_ TV Commercial: \_\_\_\_\_ TV Promo: \_\_\_\_\_

Documentary: \_\_\_\_\_ TV Series/Pilot: \_\_\_\_\_

Educational: \_\_\_\_\_ Other (specify): \_\_\_\_\_

**Locations:** (please number & list all, and indicate if any are to include interior filming)

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**Additional Locations:**

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If you are working in the central business district, will your activity block the sidewalk or access to adjacent businesses in any way? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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**Street/lane and or sidewalk closure requirements** (state specific dates/times):

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**Parking requirements (barricades, cones, meters bagged):** Please provide meter numbers and location of meters. Also list vehicles/trucks to be used in production (i.e. bago, 5-ton, 15'-prop)

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Will any portion of the filming applied for under this Film Production Permit Application be done from a moving motorized vehicle of any kind? If yes, please explain:

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Will any utility services such as electricity or water be required?

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**Attach CERTIFICATE OF LIABILITY INSURANCE. Certificate holder and additionally insured should read:  
\*\*\*See example\*\*\***

**Metropolitan Government of Nashville and Davidson County**  
Metropolitan Courthouse, Suite 102  
One Public Square  
Nashville, TN 37201

**FILM LOCATION AGREEMENT  
BETWEEN  
THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY  
AND**

\_\_\_\_\_  
\_\_\_\_\_

This Agreement is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY, a governmental, municipal and public corporation created and existing under and by virtue of the Constitution and laws of the State of Tennessee (hereinafter "METRO"), and \_\_\_\_\_, a [sole proprietorship/partnership/corporation/other: \_\_\_\_\_] with its principal place of business at \_\_\_\_\_ (hereinafter "FILM MAKER).

WHEREAS, METRO wishes to encourage and accommodate the film industry and its activities within the area of the Metropolitan Government;

NOW, THEREFORE, in consideration of the mutual promises and obligations set out hereafter and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. The purpose of this Agreement is to permit FILM MAKER, its agents, officers and employees to utilize any site referenced on the film permit application attached hereto ("addendum"), which is owned by or leased to METRO, or which is a public right-of-way, (hereinafter referred to as "SITE"), for the production of a film, subject to all other permits required by the Metropolitan Code of Laws, and subject to all terms and conditions associated with those permits. METRO grants FILM MAKER the right to film, reproduce, and use (either accurately or with such liberties as deemed necessary) the SITE and to bring onto and remove from the SITE its officers, agents, and employees for its film making purposes, as described in the addendum. However, METRO does not represent that it owns or leases any or all of the sites referenced on the attached addendum. It is entirely and solely the FILM MAKER's responsibility to ascertain the ownership of any site it wishes to use, and to obtain the necessary permission. By this Agreement, METRO does not purport to give FILM MAKER permission relating to sites other than public rights-of-way and other than sites which METRO does own or lease.

2. This Agreement shall apply solely to the described SITE, and not to any other property or location. This agreement is made in connection with the film referenced on the addendum and includes the right to re-use the film in connection with other motion picture photoplays as FILM MAKER, its successors, assigns, and licensees shall elect, and in connection with the exhibition, advertising, and exploitation thereof, in any manner whatsoever and at any time in any part of the world.

3. FILM MAKER shall have access to and use of the SITE during the time period referenced on the addendum. However, if because of illness of actors, directors or other

essential artists and crews, or because of conditions or occurrence beyond the control of FILM MAKER, preventing FILM MAKER from starting or completing work during the period designated above, or in the event of damaged or imperfect film or equipment, FILM MAKER shall have the right to use the SITE at a later date to be mutually agreed upon by the parties, but METRO has no obligation to delay changes to or other use of the SITE pending such use.

4. FILM MAKER shall provide crowd control, noise control, and security. Should METRO deem FILM MAKER's provisions for same to be inadequate, FILM MAKER shall provide crowd control, noise control, and security at the level required by METRO.

5. Upon completion of the utilization of the SITE, FILM MAKER shall leave said SITE in substantially the same condition and as clean and orderly as when found by FILM MAKER.

6. FILM MAKER agrees to assume the risk for any and all defects and/or other conditions, whether these defects or other conditions are dangerous and/or whether these defects or other conditions are discoverable by either party, and/or known or unknown to either party. Towards that end FILM MAKER agrees that METRO assumes **NO responsibility or liability** for any defects or other conditions of the SITE, dangerous or otherwise, whether the conditions are known or unknown to either party, and/or discoverable by either party. Furthermore, METRO disclaims that the SITE is appropriate for FILM MAKER'S intended purpose, artistic or otherwise.

7. METRO reserves the right to require that FILM MAKER stop all filming and other operations in and around the SITE in the event:

- a) Of an emergency or unforeseen urgent event as determined in Metro's sole discretion, or
- b) FILM MAKER fails to comply with the dates and times as specified in Paragraph 3.

8. Use of METRO personnel by FILM MAKER during normal business hours shall require prior written approval of the proper officials of METRO. If this occurs, FILM MAKER shall reimburse METRO for all METRO personnel used by FILM MAKER for all costs associated with use of the employee including but not limited to each individual's regular hourly rate of pay or overtime rate of pay. Further, use of any METRO employee does not constitute consent to filming any METRO employee.

9. (a) FILM MAKER shall obtain comprehensive general public liability insurance coverage with an insurance company authorized to do business in the State of Tennessee and acceptable to METRO. If FILM MAKER uses an automobile on the SITE, FILM MAKER agrees to obtain automobile liability insurance. Both policies of insurance shall have a limit of not less than One Million Dollars (\$1,000,000.00). In the event a METRO structure is used, FILM MAKER shall also provide insurance coverage, for any damage to the structure, which shall have a limit of not less than Five Hundred Thousand Dollars (\$500,000.00). This insurance coverage may be carried in a separate policy or it may be included in the comprehensive general liability policy.

(b) FILM MAKER shall provide a certificate of insurance evidencing coverage that names METRO, its officers, employees, and agents, as their interests may appear, in a form acceptable to METRO before FILM MAKER can have access to the SITE.

(c) The limits of liability insurance required herein shall in no way limit the amount of damages for which FILM MAKER may be liable to METRO hereunder.

10. FILM MAKER shall indemnify and hold METRO and its officers, agents and employees harmless and free from any and all claims, including but not limited to personal injury, property damage, or violation of state or federal intellectual property rights, alleged to have arisen or resulted wholly or partially from the exercise of any of the rights or permissions granted herein to FILM MAKER. This indemnification and hold harmless includes, but is not limited to, the payment of all attorney fees, expenses, costs, judgments, and other expenses which may be incurred by METRO, its officers, agents, or employees as a result of any and all such claims. To the extent of any insurance coverage, FILM MAKER's duty to indemnify METRO shall be satisfied *pro tanto*.

11. FILM MAKER shall reimburse METRO for any and all damages to personal and real property owned or leased by METRO, which damage results wholly or partially from the exercise of any of the rights or permissions granted herein to FILM MAKER.

12. FILM MAKER shall comply with the provisions of Title VI of the Civil Rights Act of 1964 in connection with its utilization of the SITE. Admission, participation of spectators, and use of the facilities during production of the film shall be without regard to race, creed, color, gender, age, handicap, or national origin.

13. FILM MAKER agrees to comply with all laws of the State of Tennessee and all ordinances and regulations of METRO.

14. METRO assumes no responsibility for any personal property placed on, in, or around the SITE by FILM MAKER or FILM MAKER's officers, agents and employees.

15. Any Special Conditions are referenced on the addendum.

16. This Agreement sets forth the entire agreement of the Parties. Any modification of this Agreement shall be in writing, signed by the authorized officials of both Parties and attached hereto.

17. The validity, construction, and effect of this Agreement and any and all extensions and/or modifications shall be governed by the laws of the State of Tennessee, and any actions between the parties arising from this Agreement shall be maintained in the courts of Davidson County, Tennessee

18. Should any provision of this contract be declared to be invalid by any court of competent jurisdiction, such provision shall be severed and shall not affect the validity of the remaining provisions of this contract.

19. No waiver of any provision of this Agreement shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other or subsequent violation.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be properly executed as of the date first above written.

<b>THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:</b>  _____ Mayor's Office Of Economic and Community Development	<b>FILM MAKER:</b>  _____ Company Name
<b>APPROVED AS TO INSURANCE:</b>  _____ Metropolitan Insurance Manager	_____ Street Address
<b>APPROVED AS TO FORM AND LEGALITY:</b>  _____ Metropolitan Attorney	_____ City, State, Zip Code
<b>FILED IN THE OFFICE OF THE METROPOLITAN CLERK:</b>  _____ Metropolitan Clerk	_____ Print Name
_____ Date	_____ Title
	_____ Signature
	_____ Date