



Film, Videography, and Photography Checklist

Town of Dennis 685 Route 134 South Dennis 02660

Licensing Office

\$2,000 application fee must be submitted with this application to the Licensing Office at minimum 60 days prior to the start of filming. Subsequent fees may be required. **Please note: submittal of paperwork does not guarantee approval.** Please see the Film, Video and Photography Policy for additional information and requirements. All complete applications will be considered at a Select Board hearing within 30 days of submission. Pending Select Board approval, a Location Licensing Agreement for use of Town Property will be required and additional fees will be levied.

CHECKLIST: PLEASE SUBMIT WITH YOUR APPLICATION

<input type="checkbox"/>	Application filed with the Town of Dennis	<i>This must be submitted to the Town of Dennis Licensing Office, a minimum of sixty (60) days prior to the proposed work - see Town Policy for additional timeline requirements</i>
<input type="checkbox"/>	Letter of Intent	<i>A letter to the Dennis Select Board summarizing the project</i>
<input type="checkbox"/>	Production Schedule	<i>A schedule (timeline) of proposed work</i>
<input type="checkbox"/>	Submitted Proof of Insurance Form. The following name and address should appear on the certificate of insurance: Town of Dennis 685 Rt. 134 S. Dennis MA 02660	<i>All productions are required to submit an original, signed Certificate of Insurance, in an amount of \$1,000,000 minimum per instance of claim, for general liability for the duration of the production, with the "Town of Dennis" listed as additional insured</i> Applications and Certificates can be emailed to: krace@town.dennis.ma.us or mailed to the Town of Dennis, Attention: Licensing Office.
<input type="checkbox"/>	Application Fee	<i>\$2,000 check made to the Town of Dennis or online payment</i>
<input type="checkbox"/>	Location Information Form	<i>A Location Information Form for each proposed location</i>
	<u>The following are only applicable in certain circumstances.</u>	
<input type="checkbox"/>	Police Detail	<i>This will be required when a police officer presence is necessary for management of street closures, traffic, security, etc. Call the Dennis Police Department at 508-394-1314 to determine if a detail is necessary. Fees apply</i>
<input type="checkbox"/>	Natural Resources Approval	<i>This may be required if scope of work includes filming or photography in conservation or sensitive areas. *Approval from Department of Environmental Protection and MassWildlife may apply</i>
<input type="checkbox"/>	Use of Sesuit Harbor and Bass River	<i>Required when using property under the jurisdiction of the Harbormaster. Fees may apply</i>
<input type="checkbox"/>	Public Works Services	<i>Required when requesting barricades for road closures, access to electricity sources, trash pickup, etc. Fees may apply</i>
<input type="checkbox"/>	Fire Department Services	<i>Required when fire and ambulance detail, use of fireworks, etc. are proposed. Fees may apply</i>
<input type="checkbox"/>	Health Department Approval	<i>Required when providing any food service for production staff and crew. Fees may apply</i>
<input type="checkbox"/>	Building Department Approval	<i>Required when tent(s) will be on site</i>
<input type="checkbox"/>	Location Agreement Fee	<i>Required as applicable</i>



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Please complete all questions on the following pages. Write N/A for those that do not apply.

Please note: submittal of paperwork does not guarantee approval.

Production Company:	
Production Company address:	
Production Title:	
Production Type (film/videography/ photography)	
Applicant Name & Title:	
Applicant Email:	
Applicant Phone:	
Primary Contact Name:	
Primary Contact Phone and Email:	
Secondary Contact Name:	
Secondary Contact Phone and Email:	
Location Manager Name:	
Location Manager Phone and Email:	
Number of cast / crew:	

Enter each location where filming will take place: please be as specific as possible.

**** YOU MUST SUBMIT A LOCATION INFORMATION FORM FOR EACH LOCATION LISTED.**

LOCATION 1:	DATE:	TIME:
LOCATION 2:	DATE:	TIME:
LOCATION 3:	DATE:	TIME:
LOCATION 4:	DATE:	TIME:
LOCATION 5:	DATE:	TIME:
LOCATION 6:	DATE:	TIME:

By signing below, you, the Applicant, agree to comply with all applicable laws and to maintain the Town owned premises in good condition, and to return said premises to the same condition as before use for this film project.

By signing below, you, the Applicant confirms that he/she has the authority to represent the Film / Photography Company for the purposes of this application.

Please note: submittal of paperwork does not guarantee approval. The Town of Dennis is not involved in private property use requests.

Name: _____

Official Title: _____

Signature: _____

Date: _____