

# Film Permit Guidelines

## Town of Stow Location Filming Permit

Thank you for choosing the Town of Stow for your upcoming film project. The Office of the Town Administrator will help make your job as easy as possible while you are visiting. This page is designed to assist you with the Film Permitting process for the Town of Stow. A permit is required to film or photograph any commercial, motion picture or advertisement within the Town limits. In this document, the filming entity may be referred to as, "The Production Company." The Production Company is responsible for a permitting fee of \$ 100.00 per day. Changes to an approved permit require proper local approvals with updated information.

The following types of filming are exempt from the permitting and/or fee process and structure:

*The filming of news events concerning persons, scenes or occurrences of general public interest, filming and still photography by a 501(c)3 non-profit organization and/or a project with on-site personnel numbering 5 persons or less.*

### Requirements for A FILM PERMIT:

- Film Permit Application - Please complete the following form, being as specific as possible, and return them to the Town Administrator at the Stow Town Building, 380 Main Street, Stow, MA 01775 or via email at [townadministrator@stow-ma.gov](mailto:townadministrator@stow-ma.gov).
- General Liability Insurance Certificate - In the amount of at least one million dollars per occurrence naming the Town of Stow as an additional insured.
- Indemnification Agreement – Must be completed and signed by an Authorized Agent for the Production Company.

The Production Company is responsible for paying any other required fees, damage deposits for services and for obtaining police, fire department, and/or other approvals. (Separate fees may be due to the Town Police Department for such services as providing traffic control, security work, etc.) The Town of Stow will bill the Production Company for any cost for town equipment, labor, and / or materials used as a result of the production. Labor will be paid at the benefited wage rate.

ADDITIONAL NOTE: It is the responsibility of the Production Company to notify all business and residential tenants who will be affected in anyway by filming. Permission to use private property must be granted in writing by property owners/landlords/property management companies before filming commences.

The Applicant acting through its authorized agent, agrees to defend, protect, indemnify and hold the Town of Stow harmless from any and all suits, claims, damages, liabilities, or losses, including attorney fees and costs, for injury to or death of any person(s) or for damage to any property arising from the Applicant's acts or omissions under the film permit or resulting from the filming/photography to be held on the locations, times and dates (Premises) named in the film permit. The bylaws of the Town of Stow and the laws of the Commonwealth of Massachusetts shall govern this permit.

Along with your application, please submit a check made payable to the Town of Stow for the permitting fee.

Should you have any questions regarding permits, fees, or jurisdictions, please call the Town Administrator at 978-897-2927.

Once the Select Board approve the permit, the Town will appoint individuals for the following roles

- Municipal Contact: A town representative that has the authority to make impromptu decisions if needed.
- Municipal Point Person: A person within the municipality that works for the town that can help with permits, connect with police, fire, and other departments.
- Film Liaison: A person who can assist as described above but also helps with locations, hotels, logistics, etc

# Town of Stow Film Permit Application



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

Production Title: \_\_\_\_\_

Applicant Name & Title: \_\_\_\_\_

Permanent Company Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

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

Local Phone: \_\_\_\_\_

Local Fax: \_\_\_\_\_

Location's Manager's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

Production Type:

☐ Feature Film

☐ Television Film

☐ Documentary

☐ Commercial

☐ Industrial

☐ Still Photography

☐ Music Video

☐ Other (please specify): \_\_\_\_\_

Location: Please be as specific as possible. Provide street addresses, building names, etc. *The Town recognizes that these locations, dates, and times are subject to change. ALL changes must be made in coordination with the necessary town officials.*

Location 1: \_\_\_\_\_

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

Times: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

Location 2: \_\_\_\_\_

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

Times: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

Location 3: \_\_\_\_\_

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

Times: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

Will streets be used? Circle **Yes** or **No** If yes, please indicate below.

☐ For filming

☐ Parking

Will streets need to be closed/blocked to traffic? If yes, please indicate date(s) and time(s) below

If appropriate, attach separate sheet with diagram and map to illustrate. Streets and cross streets:

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

Will any scenes involve the use of fire, smoke, rain, explosives, aircraft, or firearms? Circle **Yes** or **No** If yes, please describe:

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

Will this Production involve extraordinary noise (over 55 decibels)? Circle **Yes** or **No** If yes, Please describe:

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

Will this Production require turning off street lights for any length of time Circle **Yes** or **No** If yes, please describe and provide date(s) and time(s).

Please attach a copy of your general liability insurance coverage in the amount of one million dollars naming the Town of Stow as an additional insured party.

*The applicant agrees to comply with the applicable laws and to maintain town premises in good condition, and to return said premises to the same conditions before use for this film project.*

Production Company Agent: (Print): \_\_\_\_\_ Title: \_\_\_\_\_

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

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**FOR TOWN USE ONLY**

Approved by:

\_\_\_\_\_  
Town Administrator

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

\_\_\_\_\_  
Chief of Police

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

\_\_\_\_\_  
Fire Chief

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

\_\_\_\_\_  
Highway Superintendent

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



**TOWN OF STOW**  
**MASSACHUSETTS**  
**INDEMNIFICATION AGREEMENT**

The Applicant (Production Company), \_\_\_\_\_ acting through its authorized agent, \_\_\_\_\_, agrees to defend, protect, indemnify and hold the Town of Stow harmless from any and all suits, claims, damages, liabilities, or losses, including attorney fees and costs, for injury to or death of any person(s) or for damage to any property arising from the Applicant's acts or omissions under the film permit or resulting from the filming/photography to be held on the locations, times and dates (Premises) named in the attached film permit unless caused by the Town's gross negligence or willful misconduct.

In addition, the Applicant specifically agrees to defend, protect, indemnify and hold the Town of Stow harmless from any and all suits, claims, damages, demands, liabilities, or losses, including attorney fees and costs, brought, made, or claimed by the owner of the Premises, or the owner's heirs, successors, or assigns, arising from the Applicant's use of the Premises unless caused by the Town's gross negligence or willful misconduct.

Authorized Production Company Agent:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date