

Application for Commercial Use Activity Permit for Photo, Film and Video on Town Property



No person shall use any town street, alley, sidewalk, park, way, or other public property owned or controlled by the town for the purpose of commercial activity, including but not limited to taking commercial motion pictures, television pictures, commercials, or commercial still photography, without first applying for and receiving a permit from the town manager.

Completed applications must be submit at least three business days prior to the first day of the proposed activity, and require a \$150.00 non-refundable application fee. Other fees and costs may be assessed, including but not limited to: 1) administrative staff time to process, issue and monitor application and subsequent commercial activity at the rate of \$50.00 p/hour; 2) police time to facilitate the commercial activity at the rate of \$100.00 p/hour; 3) site fee. Fees must be paid prior to the issuance of the permit.

Applications and payments can be submitted three ways:

In-Person: Town Hall, Zero Jasper Street, Jenné Vargas

Online: <https://www.townofgranby.com/onlinepayments>

+ Email: jvargas@townofgranby.com

USPS: Town Hall, Jenné Vargas, PO Box 440, Granby, CO 80446-0440

Staff Use Only
Date Application Submit: _____
Fee Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Receipt # _____
Permit #: _____
Date Permit Issued/Expires: _____
Permit Delivery: <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> In Person Pick-up

Applicant Information	
Name of Organization:	
Physical Address:	
City, State, Zip:	
Mailing Address (if different than physical address):	
City, State, Zip:	
Primary Contact Person:	Title:
Mobile Phone Number:	Email:
On Site Contact Person:	Title:
Mobile Phone Number:	Email:

Description of Activities		
Town of Granby Owned Location(s):		
Purpose of Shoot: <i>(e.g. magazine, commercial, film, etc. Include as much detail as possible.)</i>		
General Description of Activity:		
Anticipated Impact on Area: <i>(including use of any animals, pyrotechnics, or other matters that may present a danger to those involved in the activity or to the public.)</i>		
Set-up Dates:		Set-up Times:
Shoot Dates:		Shoot Times:
Strike Dates:		Strike Times:
Number of Personnel on Site:	Number and Types of Vehicles:	Number of Tents or Canopies:
Insurance and Bonds		
Each permittee shall provide insurance and bonds acceptable to the town manager. Should he determine that a particular use, event, or activity related to the permit does not present a substantial or significant public liability or risk of property damage he may waive all or part of the insurance requirements.		
<input type="checkbox"/> Certificate of Insurance <i>(a copy must be included with the application)</i> <input type="checkbox"/> Waiver Request		
Application Checklist		
<input type="checkbox"/> Completed and signed application form <input type="checkbox"/> \$150 non-refundable application fee <input type="checkbox"/> Certificate of Insurance (unless a waiver is being requested)		

Applicant Signature

Applicant certifies that all information provided is true and accurate and is submitted to induce the issuance of a commercial use activity permit. Applicant agrees to be bound by all the provision of the Town of Granby commercial use of town property ordinance, and to complete all work in accordance with applicable Federal, State and Local laws.

Applicant Signature

Date

Approved By:

Town Manager

Date