



Plymouth Film Location Request Form



Submit by email to: mgolub@townhall.plymouth.ma.us
508-747-1620 x144 / 508-830-4116 (fax)

The Office of Economic Development
11 Lincoln Street, Plymouth, MA 02360

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.*

Date: _____

Film Title: _____

Production Company: _____

Producer: _____ Director: _____

Main Project Contact: _____ Production Website: _____

Address: _____ City/State/Zip: _____

Phone #: _____ Cell #: _____ 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)

Check all that apply:

Movie TV Commercial Documentary Student Other: _____

Describe Storyline: _____

Will you be building, wiring or plumbing temporary or portable sets? Y / N

If yes, please describe: _____

Will you require the use of any public space or buildings? Y / N

If yes, please describe: _____



Will there be amplified music? Y / N (see Town Manager's Office / 508-830-1620 x100)

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

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

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

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

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

Use of Memorial Hall? Y / N (see Memorial Hall / 508-830-4087)

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

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

Use Pilgrim Memorial State Park: Y / N (contact State to secure permit / 617-626-1486 or Janice.Parlon@state.ma.us)

Do you wish to block public parking spaces? Y / N (file a separate Use of Space Permit application with Park Plymouth Fees may apply / 508-747-5929)

Signature of Applicant: _____ **Date:** _____

COMMENTS / CONDITIONS / FOLLOW UP MEETINGS			
POLICE	Under Review	Deny	Approve
FIRE	Under Review	Deny	Approve
PARKS & REC.	Under Review	Deny	Approve
DPW	Under Review	Deny	Approve
BUILDING	Under Review	Deny	Approve

- 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.