



# Plymouth Film Location Request Form



Submit by email to: [cthomsen@townhall.plymouth.ma.us](mailto:cthomsen@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](mailto: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	<b>FINAL APPROVAL</b>	
TOWN MANAGER'S OFFICE	<b>FINAL APPROVAL</b>	

*Please have on hand during filming.*