



City of Concord Filming Registration Application

(Required for use of City of Concord property, rights-of-way, or utilities)

Date:

COMPANY INFORMATION

Company Name:

Company Contact:

Title:

Address:

City:

State/Province:

Postal Code:

Country:

Phone:

Mobile:

Fax:

Email:

PRIMARY CONTACT

Production Contact:

Title:

Address:

City:

State/Province:

Postal Code:

Country:

Phone:

Mobile:

Fax:

Email:

PRODUCTION INFORMATION

Title:

Type: Feature Commercial MOW Documentary Student TV Music Video
 Still Reality Other: _____

LOCATION INFORMATION

Locations needed for filming:

PERSONNEL, EQUIPMENT, FACILITIES AND/OR UTILITIES NEEDED FROM CITY

- Police Department Fire & Life Safety Department Electric Systems Dept.
- Transportation Department Parks & Recreation Department Parking & staging area
- Concord Regional Airport Solid Waste Department Water Department Public Transit
- Other:

ADDITIONAL INFORMATION

Please provide additional detail about needs for City personnel, facilities, equipment, or utilities below:

INFORMATION ON PERSON SUBMITTING THIS FORM

Name: _____ **Title:** _____
Phone: _____ **Mobile:** _____ **Email:** _____
Signature: _____

PROCESS & REQUIREMENTS

If filming is proposed on City of Concord property, on City streets, sidewalks, or rights-of-way, or if City utilities are needed, or City personnel are needed, the following are required:

1. Completed Filming Registration Application, including a list of City personnel, facilities, equipment or utilities needed, as well as parking and staging plans;
2. Certificate of Insurance naming the City as an additional insured;
3. Completed contract for City services, or waiver of City services;
4. Pre-filming conference scheduled by the Economic Development Director with applicable City staff and production company representative(s) to discuss plans and needs;
5. Contract with the City of Concord; and
6. City liaison on site during set-up and filming to assist with questions and needs that arise (may be from a department providing services for the filming).

Note: The City reserves the right to make the final determination concerning services needed.

Please submit completed and signed form to: **Steve Osborne, Deputy Planning & Nbhd. Dev. Director**
City of Concord
66 Union Street South
PO Box 308
Concord, NC 28026-0308
Phone: 704.920.5132
Mobile: 704-791-4904
Fax: 704-795-0983
Email: osbornes@concordnc.gov