



PARK CITY FILMING POLICIES AND GUIDELINES

1. Definitions.

- 1) **“Motion picture, television, still photography”** shall mean and include all activity attendant to staging or shooting commercial motion pictures, television shows or programs, and commercials.
- 2) **“Charitable films”** shall mean commercials, motion pictures, television, video tapes or still photography produced by a nonprofit organization, which qualifies under Section 501(c)(3) of the Internal Revenue Code as a charitable organization. No person, directly or indirectly, shall receive a profit from the marketing and production of the film or from showing the films, tapes or photos.
- 3) **“News Media”** shall mean the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or camera persons.
- 4) **“Studio”** shall mean a fixed place of business where filming activities (motion or still photography) are regularly conducted upon the premises.
- 5) **“Commercial motion pictures, video, television or still photography “** shall mean all photography for sale or profit utilizing motion pictures, videotape, or other imaging media, or still photography including theatrical motion pictures, shorts, television programs, commercials, etc. It may be permitted after appropriate application and securing required insurance.
- 6) **“News Production”** any preplanned regularly scheduled news programs and special news programs which are preplanned and not spontaneous news events.

2. Permits and Exceptions.

- 1) **Permit Required.** No person shall use any public or private, facility or residence for the purpose of taking commercial motion pictures or television pictures or commercial still photography without submitting a **complete application** for and receiving a permit from the city.
- 2) **Exceptions:**
 - a) News Media: Reporters, photographers or camera persons in the employ of a newspaper, news service or similar entity engaged in on-the-spot print media, publishing or broadcasting of news events concerning those persons, scenes or occurrences that are in the news and of general public interest; and/or those who are filming or videotaping for use in criminal investigations, civil proceedings, and emergencies such as fires, floods, police actions, etc. This exception does not apply to magazines or documentary programs.
 - b) The filming or video taping of motion pictures solely for private family use.
 - c) Charitable Films: Projects that qualify under Section 501(c) (3) of the Internal Revenue Code.
 - d) Filming activities (motion or still photography) conducted in a studio.
 - e) Education, government, and public access and local origination programs for cable television systems franchised within the city.



PARK CITY FILMING POLICIES AND GUIDELINES

3. Obtaining a Permit.

- 1) Applications for film permits can be found at our website www.parkcity.org.
- 2) A **complete application** outlining all parameters of the request is required for a full staff review. Failure to submit a **complete application** and/or submission of that application outside of the required submission time frame may delay approval. Application submission does not guarantee approval.
 - a. A complete application may include the following:
 - i. Detailed map of planned exterior shots & activities
 - ii. Detailed equipment use plans
 - iii. Traffic management plans
 - iv. Detailed site plans of staging areas
 - v. Detailed shot time sheets
 - vi. Detailed Operational plans
- 3) Permits may require review and approval by the following departments, depending upon the nature of the project:
 - a) **Police Department:** traffic and noise control. (Charge for services: \$75/hour with a 4-hour minimum)
 - b) **Building & Fire Departments:** Building and Fire permits (if required), fire safety check, especially for indoor locations and outdoor areas of high fire danger, and pyrotechnics. (Charge for services: Charges vary depending upon services requested.)
 - c) **Public Safety and Transit:** street closures, traffic control (Charges vary depending upon complexity of street closure), possible public transportation impacts.
 - d) **Streets and Facilities Maintenance:** traffic control equipment, labor (Charges vary depending upon complexity of street closure)
- 4) Advance Notice for Approval. An applicant will be required to submit a permit request at least **fourteen (14) days** prior to the date on which the activity for which a permit is required.
- 5) If such activity interferes with traffic or involves potential public safety hazards, a permit request may be required at least **twenty- one 21 working days** in advance.
- 6) Clean-up. The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site. If permittee fails to restore the scene to the original condition, the City reserves the right to clean and restore the scene and then charge the permittee for all associated costs.

4. Filming on Private Property and in Residential Areas

- 1) An applicant is required to obtain the property owner's permission, consent, and/or lease for use of property not owned or controlled by the city. Written permission of the property owner must be presented at time of permit application.



PARK CITY FILMING POLICIES AND GUIDELINES

- 2) Applicant agrees that production vehicles will not be permitted to drive or park off the public right-of-way unless written permission has been obtained from the property owners. Applicant agrees that parking for production company equipment will be designated so that there is minimal concentration at the production site.
- 3) When shooting in a residential area, applicant must notify the residents in the area no later than 72 hours before shooting. Applicant shall supply residents with the shooting times, parking restrictions and the name, address and telephone number of the company's local office or representative.
- 4) Applicant shall minimize interference with the normal activities of a neighborhood, including access to private or public property. No littering is permitted and all litter must be cleaned up completely and properly disposed of prior to leaving the location.
- 7) **Filming at City Facilities.** All filming at city facilities must be approved by the City Manager or his designee. City facilities shall include, but shall not be limited to, parks, golf course, Ice Arena, all recreational facility locations and fields, all city-owned and operated properties library and city hall. The use of city equipment, vehicles and/or other city-owned property shall be approved in advance by the City Manager.

5. Public Works Department (Roads and Streets).

- 1) If the applicant must park equipment, trucks and/or cars in zones that will not permit parking, the area must be posted with temporary parking signs as required by the City engineer. The applicant must also obtain permission to string cable across sidewalks or from the generator to the service point.

6. Traffic Control.

- 1) For filming that would impair traffic flow, an applicant must use the Park City Police
- 2) Permit requests that require the use of Park City Police personnel are required at least **twenty-one 21 working days** in advance
- 3) Department personnel and comply with all traffic control requirements deemed necessary.
- 4) A minimum of two police officers is required for all traffic control situations. Fees will be charged directly from the Park City Special Event Department for all personnel, vehicle and mileage related expenses.
- 5) An applicant shall be responsible for all fees related to advance warning signs and any other traffic control devices needed. All appropriate safety precautions must be taken.
- 6) Traffic may be restricted to one 12-foot lane of traffic and/or stopped intermittently. The period of time that traffic may be restricted will be determined by the Park City Police Department, based on location and time of day.
- 7) Traffic shall not be detoured across a double line without prior approval of the Park City Police Department.
- 8) Unless otherwise authorized by the Park City Police Department, the camera cars must be driven in the direction of traffic and must observe all traffic laws.



PARK CITY FILMING POLICIES AND GUIDELINES

- 9) Any emergency road work or construction by city crews and/or private contractors under permit or contract to the Public Works Department shall have priority over filming activities.

7. Parking Lots.

- 1) When parking in a public parking lot, an applicant may be billed according to the current rate schedule established by the city.

8. Fees.

1) Motion pictures/Film & Still photography Application Processing Fee

- i. Application Fee \$46.00

2) Facilities Use Fee :

- a. Facilities managed by various city departments and divisions have fee schedules established for their use. Use fees appropriate to these facilities will be charged directly by the specific department or the Special Events Department.

3) Service fee:

- a. Fees will be charged to cover expenses to the city for personnel, equipment and vehicle expenses incurred by the city to assist a film project. The fees will reflect actual costs to the city and are applied in addition to Application and Fees.

9. Insurance Requirements.

- 1) **Liability Insurance.** Before a permit is issued, a certificate of insurance will be required in an amount of at least \$4,000,000 naming the city as a co-insured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage. The city and employees shall be named as additional insured. The certificate shall not be subject to cancellation modification until after thirty days written notice to the city. A copy of the certificate will remain on file.
- 2) **Worker's Compensation Insurance.** An applicant shall conform to all applicable federal and state requirements for Worker's Compensation Insurance for all persons operation under a permit.
- 3) **Hold Harmless Agreement.** An applicant shall execute a hold harmless agreement as provided by the city prior to the issuance of a permit.
- 4) **Faithful Performance Bond.** To ensure clean-up and restoration of the site, an applicant may be required to post a refundable faithful performance bond (amount to be determined) at the time the application is submitted. Upon completion of filming and inspection of the site by the city, the bond may be returned to the applicant.



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Frequently Asked Questions:

1) When is the best time of year to film in Park City?

Park City has dynamic iconic scenery in every season. Location managers should contact our Special Events Department prior to your site visit for information on the cities level of activity and the best times to film.

Below is a breakdown of our seasonal activity level.

Winter (Ski Season)

December thru Mid - April

(Picture of main street, resort, neighborhoods)

- a) Heavy pedestrian traffic (10am – 9pm)
- b) Heavy vehicle traffic (all times)
- c) Snow cover throughout town
- d) No construction activity – (roads & ROW, residential, commercial)
- e) Light trail use outside of resorts
- f) Light recreational use of roadways (cyclist , runners)

Summer (High Season)

June thru September

(Picture of main street, resort, neighborhoods)

- a) Heavy pedestrian traffic on Main Street (10am – 9pm)
- b) Heavy vehicle traffic (10am – 9pm)
- c) Heavy construction activity – (roads & ROW, residential, commercial)
- d) Heavy trail use
- e) Light use of Resort properties
- f) Heavy recreational use of roadways (cyclist , runners)

Shoulder Months

(Mid-April thru May, October & November)

(Picture of main street, resort, neighborhoods)

- a) Light pedestrian traffic on Main Street (all times)
- b) Medium vehicle traffic (10am – 9pm)
- c) Medium construction activity – (roads & ROW, residential, commercial)
- d) Medium trail use
- e) Light use of Resort properties
- f) Medium recreational use of roadways (cyclist , runners)



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- 2) **Where are the limits of Park City and where will I require a Park City Filming Permit :**
- All areas inside of the BLUE boundary requires a Park City Municipal filming permit:
 - Areas outside of this boundary MAY require a filming permit application to be submitted to:

Summit County, Utah

Summit County Clerk

Phone: 435-336-3204

Website: <https://clerk.summitcounty.org/license/filming>



- 3) **Who do I contact if I have further questions about applying for a Park City Filming Permit?**
- Park City Special Events Department – 435-615-5187