

# City of Mount Pleasant

## Video, Film, and Photography Permit Guidelines & Application

These guidelines are for individuals or companies interested in video/film production and/or photography on public property in the City of Mount Pleasant. This applies to individuals and companies promoting themselves, a product, or service, or the individual or company is producing a visual product for professional purposes. These guidelines are subject to change and may be enforced as stipulations of the permit. Filling out this application does not guarantee your request will be granted. This does not apply to news gatherings, use in criminal investigations by law enforcement agencies, or use in judicial proceedings.

### Exception for Small-Scale Photography

This permit does not apply to small-scale photography, which is defined as photographers using few equipment items that are not intrusive of day-to-day activities, only photograph up to 15 people in one session, and do not need to block public streets or sidewalks.

### Permit Guidelines

1. Applications must be filed at least *10 business days* prior to shooting.
2. If you are requesting streets be blocked or pedestrian traffic is disrupted in any manner, a traffic and sidewalk plan must be incorporated into the map within your application. Street and sidewalk closures are subject to City Manager approval.
3. Applicants must provide a thorough description, plan, and map of their production, and their application must be complete. The City of Mount Pleasant will not accept incomplete applications.
4. At the discretion of the City Manager, applications can go through an expedited process with a rush fee. This fee applies to applicants who apply *5 days or less* before the scheduled start date. We do not guarantee approval of the rushed applications.
5. If permission is granted by the City of Mount Pleasant, a permit will be issued including time, date, and location of filming, and acceptable activities within the scope of the permit. If the application for a permit is denied, the City shall provide applicant with an explanation for denial.
6. Amendment fees may be applied to permit holders who make changes approved by the City of Mount Pleasant after their application has been accepted. Changes that are not accepted and carried through will have a greater fine.
7. Applicants must abide by the noise ordinance. In general, no person shall cause, suffer, allow, or permit any sound from any source between the hours of 10:00pm to 7:00am.

8. Any use of the City logo and recognizable City property must be described in the application and approved by the City Manager. The City reserves the right to photograph and/or record the applicant's project for the City's purposes.
9. The permittee must reimburse the City for any costs incurred in the use of City equipment or assignment of municipal employees in connection with the activities that are subject of the permit.
10. All applicants must disclose names of talent. If applicant chooses not to disclose this information, additional charges by City personnel, including Police, will be incurred by the applicant.
11. Applicants must provide a certificate of insurance to the Film Coordinator of the City showing combined single limit coverage for bodily injury and property damage and basic worker's compensation insurance. The certificate of insurance shall name the City of Mount Pleasant as additional insured.
12. The City requires the applicant to have a copy of the issued permit on site at all times.
13. The applicant must maintain emergency vehicle access.
14. After the project has ended, the permittee is responsible for restoring any area used to the same condition prior to its use by the permittee. Littering streets, alleys, or sidewalks is prohibited. Any person violating this section shall be liable to the City for the cost of removing such foreign matter from the streets.
15. The City Manager may impose reasonable general conditions, including, but not limited to, scheduling, upon the permittee may be required by the nature of the activity such as direct approval and/or supervision of the police department and/or fire officials, or any other technical advisors necessary to protect persons or property.
16. The City Manager may revoke a permit when there is cause to believe that the activity violates the terms of the permit, the application was based on false information, the permittee is not in compliance with the insurance provisions, and/or the activities or proposed activities of the permittee constitute a danger to persons or property, or public health, safety, or welfare.

**The following submissions may be required.** This list is not intended to be comprehensive and each item applies only where applicable. The Film Coordinator will provide all necessary forms upon review of your initial Film Permit Application Form.

- **Application to Film on City Street or Other City Property**
- **Certificate of Insurance**
- **Indemnity and Hold Harmless Agreement**
- **Parking Plan**
- **Filming Schedule**
- **Fire or Building Permit**

Date Received: \_\_\_\_\_

Date Paid: \_\_\_\_\_

**FILM PERMIT FEE SCHEDULE  
MOUNT PLEASANT  
(FOR OFFICIAL USE ONLY)**

**Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Film Permit Fees**

- Application Fee \$100.00
- Rush Application Fee \$300.00
- Parking Lot Reservation \$200.00
- Facility Use City Hall \$200.00
- Approved Changes to Application \$100.00 per change
- Unapproved Changes to Application \$200.00 per change
- Miscellaneous Items Requested  Yes  No *See itemized invoice*
- Additional Cleaning Services  Yes  No *Billed at cost to the City*
- City Utilities Used  Yes  No *Billed at Commercial Rates*
- Facility Use Community Center  Yes  No *Billed at MPCC Rates*

Police Personnel # Requested \_\_\_\_\_ x \$37.50/hour Total: \$ \_\_\_\_\_

Police Vehicles # Requested \_\_\_\_\_ x \$100.00/hour Total: \$ \_\_\_\_\_

Fire Personnel # Requested \_\_\_\_\_ x \$37.50/hour Total: \$ \_\_\_\_\_

Fire Apparatus # Requested \_\_\_\_\_ x \$250.00/hour Total: \$ \_\_\_\_\_

Other Personnel # Requested \_\_\_\_\_ x Overtime Rates Total: *See itemized invoice*

**\*\*An invoice for all fees and charges will be sent once the application has been approved. Changes made after this will have to be approved by the City Manager and will be billed on a separate invoice.\*\***

<b>APPROVED</b>	
<input type="checkbox"/> Kate Collier City Manager	<u>  X  </u>
<input type="checkbox"/> Fire Department	<u>  X  </u>
<input type="checkbox"/> Police Department	<u>  X  </u>

<b>DENIED</b>
Reason:

# City of Mount Pleasant

Video, Film, and Photography Application

## Project Information

Production Title: \_\_\_\_\_

Names of Talent: \_\_\_\_\_

Film Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Alternate Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set Up Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Crew Size: \_\_\_\_\_ Cast Size: \_\_\_\_\_ Total Extras: \_\_\_\_\_ Total number of vehicles: \_\_\_\_\_

## Project Type (only one request per applicant)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Feature Film      | <input type="checkbox"/> Corporate         | <input type="checkbox"/> PSA                           |
| <input type="checkbox"/> Short Film        | <input type="checkbox"/> Educational       | <input type="checkbox"/> Social Media                  |
| <input type="checkbox"/> Music Video       | <input type="checkbox"/> Documentary       | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Television Series | <input type="checkbox"/> Commercial        | _____  |
| <input type="checkbox"/> Television Movie  | <input type="checkbox"/> Still Photography | _____  |

## Company Information

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Producer: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address of Applicant: \_\_\_\_\_

## On-Site Director/Lead Photographer

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Alternate Contacts (must be on site during filming)

### Contact #1:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### Contact #2:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Detailed description (outline) of the project. Describe the effects and set design. Please include any known or potential hazards to property or person. Use additional pages as necessary.**

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**Locations and Activities. Use additional pages as necessary.**

Location	Activities	Date	Start Time	End Time

**Provide map of each location.** Include streets, cross streets, and/or alleys to be used. Indicate all streets/sidewalks subject to closure or traffic/pedestrian control. Also indicate the location of generators, trucks, crew parking, catering location, and any other large equipment or vehicles.

**Will there be any extraordinary scenes or special effects?**  Yes  No

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Pyrotechnics/Explosions | <input type="checkbox"/> Use of Open Flame  | <input type="checkbox"/> Use of Firearms |
| <input type="checkbox"/> Use of Aircraft         | <input type="checkbox"/> Simulated Crime    | <input type="checkbox"/> Car Chase       |
| <input type="checkbox"/> Use of Animals          | <input type="checkbox"/> Sirens/Loud Noises | <input type="checkbox"/> Other _____     |

**Identify any equipment/vehicles/props that may be present.** Indicate number of each.

Generator: _____	Light: _____	Crane: _____	Track: _____
Camera Car: _____	Truck: _____	Bus: _____	Trailer: _____
Rig: _____	Van: _____	Tow Car: _____	Camper: _____
Water Truck: _____	Dolly: _____	Drone: _____	Crew Car: _____
Extras' Car: _____	Production Car: _____		

**Will parking in the area need to be restricted or prohibited during filming/photography?**

Yes  No

**Special Services Requested.** Reimbursement is required for costs of City services provided. Please see our film and video permit fee schedule.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Street Closure  | <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Fire Services |
| <input type="checkbox"/> Police Services | <input type="checkbox"/> Utilities       | <input type="checkbox"/> Trash Cans    |

Security Issues (specify): \_\_\_\_\_

**Base Camp and Parking Locations:**

Base Camp Location: \_\_\_\_\_

Parking Location: \_\_\_\_\_

**Will any sound amplification equipment be used?**  Yes  No

If yes, please indicate times and types of sound amplification equipment used:

\_\_\_\_\_  
\_\_\_\_\_

**Will food and/or beverages be served?**  Yes  No

*If a food truck is to be on site, please see Ordinance 2020-1051*

Catered by Restaurant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Who? _____
Catered by Vendor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Who? _____
Prepared on Site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**Please read the following statements, initial after each statement, and sign below:**

1. I agree to abide by all ordinances of the City of Mount Pleasant and all conditions place don the event by the City Administrator. \_\_\_\_\_
2. I do swear and affirm that all the information given in this application is true. \_\_\_\_\_
3. I understand that failure to comply with the terms of the City's permit as described may result in revocation of the permit and the inability to obtain future permits. \_\_\_\_\_
4. I do hereby agree to assume the defense of and indemnify and save harmless the City, its boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of the activities permitted in connection therewith. \_\_\_\_\_
5. Prior to filming, a certificate of general liability insurance, or its equivalent, in the minimum amount of one million dollars (\$1,000,000) combined single limit of liability per occurrence for bodily injury, personal injury, and property damage must be provided prior to filming. Coverage must include all areas used b the event including all assembly areas and event locations. \_\_\_\_\_
6. If using an automobile, automobile liability insurance coverage is also required. \_\_\_\_\_
7. The City reserves the right to require one or more City of Mount Pleasant police officers be present at any and all events that occur within the city limits. Applicant will also be responsible for any other City staff and/or services that may be required with the approval of this permit. \_\_\_\_\_
8. The City of Mount Pleasant logo may not be included in the film without written permission from the City Manager. \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name of Applicant:** \_\_\_\_\_

**Submission of this form does not guarantee a permit will be issued. Permit applications cannot be processed until the \$100.00 application fee is paid by the applicant.**

Please make all checks out to:  
City of Mount Pleasant – Recorder's Office

If form is being mailed, please address it to:

City of Mount Pleasant  
Attn: Recorders Office  
P.O. Box 426  
Mount Pleasant, TN 38474

If form is being hand delivered to City Hall:

City of Mount Pleasant  
Attn: Recorders Office  
100 Public Square  
Mount Pleasant, TN 38474

# FILM LOCATION AGREEMENT BETWEEN THE CITY OF MOUNT PLEASANT AND

\_\_\_\_\_

This Agreement is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between THE CITY OF MOUNT PLEASANT, a governmental, municipal and public corporation created and existing under and by virtue of the Constitution and laws of the State of Tennessee (hereinafter “THE CITY”), and \_\_\_\_\_, a [sole proprietorship/partnership/corporation/other: \_\_\_\_\_] with its principal place of business at \_\_\_\_\_ (hereinafter “FILM MAKER”).

WHEREAS, THE CITY wishes to encourage and accommodate the film industry and its activities within the area of the City of Mount Pleasant;

NOW, THEREFORE, in consideration of the mutual promises and obligations set out hereafter and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. The purpose of this Agreement is to permit FILM MAKER, its agents, officers and employees to utilize any site referenced on the film permit application attached hereto (“addendum”), which is owned by or leased to THE CITY, or which is a public right-of-way, (hereinafter referred to as “SITE”), for the production of a film, subject to all other permits required by the City of Mount Pleasant Municipal Code, and subject to all terms and conditions associated with those permits. THE CITY grants FILM MAKER the right to film, reproduce, and use (either accurately or with such liberties as deemed necessary) the SITE and to bring onto and remove from the SITE its officers, agents, and employees for its film making purposes, as described in the addendum. However, THE CITY does not represent that it owns or leases any or all of the sites referenced on the attached addendum. It is entirely and solely the FILM MAKER’s responsibility to ascertain the ownership of any site it wishes to use, and to obtain the necessary permission. By this Agreement, THE CITY does not purport to give FILM MAKER permission relating to sites other than public right-of-way and other than sites which THE CITY does own or lease.
2. This Agreement shall apply solely to the described SITE, and not to any other property or location. This agreement is made in connection with the film referenced on the addendum and includes the right to re-use the film in connection with other motion picture photoplays as FILM MAKER, its successors, assigns, and licensees shall elect, and in connection with the exhibition, advertising, and exploitation thereof, in any manner whatsoever and at any time in any part of the world.
3. FILM MAKER shall have access to and use of the SITE during the time period referenced on the addendum. However, if because of illness of actors, directors or other essential artists and crews, or because of conditions or occurrence beyond the control of FILM MAKER, preventing FILM MAKER from starting or completing work during the period designated above, or in the event of damaged or imperfect film or equipment, FILM MAKER shall have the right to use the SITE at a later date to be mutually agreed upon by the parties, but THE CITY has no obligation to delay changes to or other use of the SITE pending such use.
4. FILM MAKER shall provide crowd control, noise control, and security. Should THE CITY deem FILM MAKER’s provisions for same to be inadequate, FILM MAKER shall provide crowd control, noise control, and security at the level required by THE CITY.
5. Upon completion of the utilization of the SITE, FILM MAKER shall leave said SITE in substantially the same condition and as clean and orderly as when found by FILM MAKER.



6. FILM MAKER agrees to assume the risk for any and all defects and/or other conditions, whether these defects or other conditions are dangerous and/or whether these defects or other conditions are discoverable by either party, and/or known or unknown to either party. Towards that end FILM MAKER agrees that THE CITY assumes **NO responsibility** or **liability** for any defects or other conditions of the SITE, dangerous or otherwise, whether the conditions are known or unknown to either party, and/or discoverable by either party. Furthermore, THE CITY disclaims that the SITE is appropriate for FILM MAKER's intended purpose, artistic or otherwise.
7. THE CITY reserves the right to require that FILM MAKER stop all filming and other operations in and around the SITE in the event.
  - a. Of an emergency or unforeseen urgent event as determined in THE CITY's sole discretion, or
  - b. FILM MAKER fails to comply with the dates and times as specified in Paragraph 3.
  - c. FILM MAKER fails to comply with the information provided on the addendum.
8. Use of THE CITY personnel by FILM MAKER during normal business hours shall require prior written approval of the proper officials of THE CITY. If this occurs, FILM MAKER shall reimburse THE CITY for all personnel of THE CITY used by FILM MAKER for all the costs associated with the use of the employee including but not limited to each individual's regular hourly rate of pay or overtime rate of pay.
9. THE CITY does not hold copyrights to public artworks located on THE CITY property. The artist retains copyright in most cases. If the FILM MAKER wishes to include public artwork in the commercial production, the FILM MAKER must reach out to the Mount Pleasant Community Development Corporation (info@visitmountpleasanttn.com) for artist contact information.
10. (a) FILM MAKER shall obtain comprehensive general liability insurance coverage with an insurance company authorized to do business in the State of Tennessee and acceptable to THE CITY. If FILM MAKER uses an automobile on the SITE, FILM MAKER agrees to obtain automobile liability insurance. Both policies of insurance shall have a limit of not less than One Million Dollars (\$1,000,000.00). THE CITY reserves the right to increase the minimum acceptable limits of liability insurance based on nature or type of filming activity and the potential hazards posted by the filming activity.
  - (b) FILM MAKER shall provide a certificate of insurance evidencing coverage that names THE CITY, its officers, employees, and agents, as their interests may appear, in a form acceptable to THE CITY before FILM MAKER can have access to the SITE.
  - (c) The limits of liability insurance required herein shall in no way limit the amount of damages for which FILM MAKER may be liable to THE CITY hereunder.
11. FILM MAKER shall indemnify and hold THE CITY and its officers, agents and employees harmless and free from any and all claims, including but not limited to personal injury, property damage, or violation of state or federal intellectual property rights, alleged to have arisen or resulted wholly or partially from the exercise of any of the rights or permissions granted herein to FILM MAKER. This indemnification and hold harmless includes, but is not limited to, the payment of all attorney fees, expenses, costs, judgements, and other expenses which may be incurred by THE CITY, its officers, agents, or employees as a result of any and all such claims. To the extent of any insurance coverage, FILM MAKER's duty to indemnify THE CITY shall be satisfied *pro tanto*.
12. FILM MAKER shall reimburse THE CITY for any and all damages to personal and real property owned or leased by THE CITY, which damage results wholly or partially from the exercise of any of the rights or permissions granted herein to FILM MAKER.

13. FILM MAKER shall comply with the provisions of Title VI of the Civil Rights Act of 1964 in connection with its utilization of the SITE. Admission, participation of spectators, and use of the facilities during production of the film shall be without regard to race, creed, color, gender, age, handicap, or national origin.
14. FILM MAKER agrees to comply with all laws of the State of Tennessee and all ordinances and regulations of THE CITY.
15. THE CITY assumes no responsibility for any personal property placed on, in, or around the SITE by FILM MAKER or FILM MAKER's officers, agents or employees.
16. Any Special Conditions are referenced on the addendum.
17. This Agreement sets forth the entire agreement of the Parties. Any modification of the Agreement shall be in writing, signed by the authorized officials of both Parties and attached hereto.
18. The validity, construction, and effect of this Agreement and any and all extensions and/or modifications shall be governed by the laws of the State of Tennessee, and any actions between the parties arising from this Agreement shall be maintained in the courts of Maury County, Tennessee.
19. Should any provision of this contract be declared to be invalid by any court of competent jurisdiction, such provision shall be severed and shall not affect the validity of the remaining provisions of this contract.
20. No waiver of any provision of this Agreement shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other or subsequent violation.

IN WITNESS THEREOF, the Parties have caused this Agreement to be properly executed as of the date first above written.

**THE CITY OF MOUNT PLEASANT, TN:**

\_\_\_\_\_  
 City of Mount Pleasant Film Coordinator

**APPROVED AS TO INSURANCE:**

\_\_\_\_\_  
 City of Mount Pleasant City Manager's Office

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
 City of Mount Pleasant Attorney

**FILM MAKER:**

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City, State, Zip Code

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**APPLICATION FOR FILMING ACTIVITY  
ON CITY OWNED PROPERTY**

Film Permit Application and Insurance must be provided with this request.

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Production Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Date(s) & Time(s) of Activity:**

Film Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Alternate Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set Up Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Crew Size: \_\_\_\_\_ Cast Size: \_\_\_\_\_ Total Extras: \_\_\_\_\_ Total number of vehicles: \_\_\_\_\_

**Location of Activity:**

\_\_\_\_\_

**Description of Activity:** Use additional pages as necessary.

\_\_\_\_\_

\_\_\_\_\_

**Impact on Traffic or Parking:** \_\_\_\_\_

\_\_\_\_\_

**Impact on Other Properties:** \_\_\_\_\_

\_\_\_\_\_

**Description of Special Equipment, Vehicles, etc.:** \_\_\_\_\_

\_\_\_\_\_

**Requested City Services:** (ex: Police, Fire, Public Works, Parks and Recreation, etc.)

\_\_\_\_\_

**USE OF CITY PARK**

(complete this section if the use of City Park will be required for this activity.)

**Name of City Park:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  **Approved**  **Disapproved**

**Reason for Disapproval:** \_\_\_\_\_

**TEMPORARY STREET CLOSURE**

(complete this section if closure of City Streets will be requested for this activity. Permission from the Police Department is required.)

**Describe area of Street to be closed:** \_\_\_\_\_

**Date and Time of Street Closure** (include setup and cleanup times): \_\_\_\_\_

**Signature:** \_\_\_\_\_  **Approved**  **Disapproved**

**Reason for Disapproval:** \_\_\_\_\_

**USE OF CITY PARKING LOTS**

(complete this section if the use of City parking lot will be required for this activity.)

**Location of Parking Lot:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  **Approved**  **Disapproved**

**Reason for Disapproval:** \_\_\_\_\_

**USE OF CITY HALL**

(complete this section if the use of City Hall will be required for this activity. Limited to court room, foyer and restrooms.)

**Signature:** \_\_\_\_\_  **Approved**  **Disapproved**

**Reason for Disapproval:** \_\_\_\_\_

The Applicant Acknowledges the Following:

1. The Applicant agrees to obtain and maintain insurance coverage as required by the City of Mount Pleasant, demonstrating coverage throughout the approved period of the activity. Should the insurance be cancelled without notice to the City, the Applicant agrees to personally indemnify and hold the City of Mount Pleasant harmless and defend it against all demands, claims, causes of action, or judgements and from all expenses that may be incurred in defending against the same, arising from any act, neglect, or omission on the part of this applicant, its agents and/or employees.
2. The use of the City’s name, seal, signage, equipment, or personnel is prohibited without the expressed consent of the City of Mount Pleasant.
3. The Applicant agrees to reimburse the City of Mount Pleasant for the cost of any services provided by City as a result of the activity. The applicant understands that the City of Mount Pleasant shall determine and approve the need for such services. If the Applicant anticipates the need for City services in advance of the activity, the applicant shall notify the City and receive an estimated cost from the City prior to approval of the application.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_