



Permit Application for Film Production
on Public Property

Return completed permit application and supplemental materials to Okmulgee Main Street office at 100 E 6th St, Okmulgee, Oklahoma, or by email to director@okmulgeemainstreet.com. Questions? Call (918) 758-1015 Please allow 5-7 business days for the processing of your permit application.

1. Production Company Contact Information (please print):

Project Title: _____
Company Name: _____
Location/Production Manager: _____
Email: _____
Telephone: (Cell) _____

2. Production Budget: _____ Total Personnel: _____
#Production Days: _____ #Hotel nights: _____

3. Requested Location:

Location (description & address)	Date(s)	Time In	Time Out

4. Check type of public property/assistance being requested from City of Okmulgee:
(Additional explanation can be added on page 2)

Use of City building or land
Street closure
Sidewalk
Parking lot/spaces
Alley
Intermittent Traffic Control (see #6)
Other:



The Following are Required for your Application to be Processed

1. **Proof of Notification of Affected Businesses/Persons:** Applicant is required to contact all persons, businesses, etc. affected by the proposed closure or use. Complete and return Worksheet A (page 4) as proof of notification with your application.
o Select this bullet if this requirement is not applicable to your request.

2. **Proof of Liability Insurance:** Attach proof of insurance for a general liability policy effective for the date(s) indicated in the amount of \$500,000 in bodily injury liability per occurrence and \$500,000 in property damage per occurrence or a combined limit of \$1,000,000 per occurrence.

The City of Okmulgee MUST be named Additional Insured.

3. **Map:** Attach a map to indicate area(s) used, street closures, barricade/cone placements, etc.

4. **Clean Up:** Applicant must perform a general cleanup of the area used, including picking up all litter, trash, and loose debris.

5. **Hold Harmless Agreement:**

(Name of sponsoring organization) _____ agrees to indemnify and hold harmless the City of Okmulgee and Okmulgee Public Works Authority from any and all liability, loss or damage the City of Okmulgee may suffer as a result of claims, demands, costs or judgments against it arising from (name Project Title and describe activities):

In addition, (Name of sponsoring organization) _____ Agrees to provide the City of Okmulgee a Certificate of Insurance naming the City of Okmulgee as an Additional Insured in the amount of not less than maximum exposure of the City of Okmulgee under the Oklahoma Governmental Tort Claims Act.

By signing, I attest I have supplied all information requested and agree to the requirements defined in this application. Failure to fully complete an application may lead to denial of City services or requested use.

Signature of Representative

Date

Printed Name



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Barricade Policy: Street Closure/Use of Public Property

Policy: It is the policy of the City of Okmulgee to lend its barricades only for non-profit activities such as events that affect the city, block parties, school activities, and church activities.

It is the policy of the City of Okmulgee not to lend its barricades to film productions, businesses, contractors, or individuals. The City can lease the barricades or productions, businesses, contractors, and individuals can obtain barricades and other job site safety equipment (signs, cones, etc) through a company that provides those items.

The City may require removal or rearrangement of the barricades, if in the City's sole opinion (a) barricade(s) is/are improperly installed or located or creates a dangerous condition for the public or production participants for which the barricades are in use.



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Project Title and Location: _____

Event Date(s): _____

City Manager Approval & Comments:

Approved: Yes/No

City Manager

Date

Notification of Approval Sent to Applicant:

Date: _____

Time: _____

Application Received: _____

Received By: _____

Proof of Notifications? Y / N

Map? Y / N Liability Ins.? Y / N

Cleanup? Y / N Hold Harmless? Y / N