



NEW HANOVER COUNTY PARKS & GARDENS
230 GOVERNMENT CENTER DRIVE, SUITE 120 · WILMINGTON, NC 28403
(910) 798-7620 · (910) 798-7621 FAX · WWW.NHCGOV.COM

PARKS & GARDENS FILM PERMIT APPLICATION

Completed applications can be faxed to 910-798-7621 or e-mailed to tduckworth@nhcgov.com. Call 910-798-7620 with questions regarding permits in NHC Parks or Airlie Gardens.

Production Company: _____

Name of Film: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone #: _____ Cell Phone: _____

Fax: _____ Email: _____

Type of Filming (check all that apply):

____ Feature Film ____ TV Movie ____ TV Series ____ Commercial ____ Other

Location (name and address): _____

Film Date: _____ Hours (include prep/wrap: _____

Rain Date: _____ Hours: _____

Describe scene: _____

Number in cast: _____ Number in Crew: _____ Number of Extras: _____

Equipment Parking: _____

Base Camp: _____

Crew Parking: _____

Extras Parking: _____

Extras Holding: _____

Catering (include vehicle parking): _____

Special Equipment and Placement (condors, generators, etc.): _____

Special Effects (stunts, animals, gunfire, noise, etc.): _____

Special Requests (alterations, etc): _____

Additional information: _____

Insurance verification: Company shall obtain at its own expense and maintain insurance with insurers licensed to do business in the State of North Carolina with an A.M. Best's rating of no less than A VII unless specific approval has been granted by Owner and of the kinds and minimum amounts specified below.

- a. Commercial General Liability. Company shall maintain Commercial General Liability coverage for premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). The policy shall provide liability limits at least in the amount of \$1,000,000 each occurrence/\$2,000,000 general aggregate, applicable to claims due to bodily injury and/or property damage. The Certificate of Insurance shall name Owner as an additional insured by Insurance Services Office (ISO) endorsement CG 20 10 or its equivalent.
- b. Business Automobile Liability. Covering liability arising out of any auto, including owned, non-owned and hired vehicles, providing liability limits at least in the amount of \$1,000,000 each accident applicable to claims due to bodily injury and/or property damage.
- c. Workers Compensation and Employer's Liability. Company shall maintain Workers' Compensation as required by the general statutes of the State of North Carolina and Employer's Liability Insurance. The Employers' Liability, and if necessary, Commercial Umbrella Liability Insurance shall not be less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit.
- d. Company shall include all subcontractors as insureds under its policies or require all coverage for subcontractors be subject to all of the requirements stated herein. Company shall be responsible for assuring that all subcontractors are properly insured.
- e. Company shall furnish Owner with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements prior to commencement of lease. Further, it shall be an affirmative obligation upon Company to advise County's Risk Manager at Fax No. 910-798-7157, email tallen@nhcgov.com, or 230 Government Center Drive #125A, Wilmington, NC 28403 within five days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of the Agreement. Owner reserves the right to obtain complete, certified copies of all required insurance policies, at any time.