



# SPECIAL USE PERMIT FILM/VIDEO PRODUCTION APPLICATION INSTRUCTIONS

1. Complete **ALL** fields on the application and sign the bottom of the second page. Attach additional information for location set-up plans, diagrams, road closure plan, vehicles and any additional information relevant to your film/video shoot.
2. Liability Insurance is required. A Certificate of Liability Insurance must be submitted to the DCR with a minimum amount of 1 million dollars (\$1,000,000). The certificate must name The Commonwealth of Massachusetts, Department of Conservation and Recreation as additional insured for the date and location of your film/video shoot.
3. Return completed application with the appropriate category fee (see below). Credit cards and cash are not accepted. Payment must be in the form of a check or money order made payable to the Commonwealth of Massachusetts/DCR.

Application fee categories:

- Education Institution/Student **\$100 per project**
- Commercial Entity **\$250 per project, per production day**

Applications should be mailed to:

The Department of Conservation and Recreation  
Attention: Joseph M. Rotondo  
251 Causeway Street, 9th Floor  
Boston, MA 02114

4. Upon receipt of your completed application and fee, your application and information will be reviewed by all appropriate parties including, site supervisor, park rangers, State Police etc. If your film/video shoot requires any DCR staff, equipment or services, you will receive an invoice which must be paid prior to your film/video shoot.
5. **Film/Video Credits should read: "Massachusetts Department of Conservation and Recreation".**

### **Important Information**

- ❖ Alcohol cannot be consumed, or given away on DCR property. 302 Code of Massachusetts Regulations 12.04- Alcoholic Beverages Prohibited without authorization.
- ❖ Setting up of tents/staging, scaffolding, certain inflatable items will require approval from the Massachusetts Department of Public Safety.  
<http://www.mass.gov/eopss/docs/dps/app/form-bbrs-state-building-permit-04-09-2011.pdf>
- ❖ DCR Film coordinator, Joseph M. Rotondo. Email: [joe.rotondo@state.ma.us](mailto:joe.rotondo@state.ma.us)



DEPARTMENT OF CONSERVATION AND RECREATION

Department of Special and Events

251 Causeway Street, 9th floor, Boston MA 02114 Fax (617) 626-1351

Attn: Joe Rotondo

SPECIAL USE PERMIT FILM PRODUCTION APPLICATION

for office use only: PERMIT # CHECK #

Event Date(s):

Film Title:

Co. / Organization Name:

Applicant Name:

Address: City/State/Zip:

Day Phone #: Evening Phone #:

Fax #: Cell Phone #:

Email Address: Production Website:

LOCATION REQUESTED: (Filming site set up maps, road closure plan, etc. MUST accompany the application)

Number of Crew: Number of Actors/Models:

TYPE OF EVENT (CHECK ALL THAT APPLY)

TV Documentary Student Movie Commercial Other

Table with 3 columns: DATE(S), STARTING TIME, COMPLETION TIME. Rows for Date 1, Date 2, Date 3.

List Equipment Being Used

Storyline

ALL FILMING AND PHOTOGRAPHY PERMITS REQUIRE A CERTIFICATE OF LIABILITY INSURANCE. THE CERTIFICATE MUST NAME THE COMMONWEALTH OF MASSACHUSETTS, THE DEPARTMENT OF CONSERVATION AND RECREATION AS ADDITIONALLY INSURED FOR THE DATE AND LOCATION OF YOUR EVENT. YOUR CERTIFICATE DOES NOT HAVE TO BE SENT WITH THIS APPLICATION, BUT MUST BE SUBMITTED PRIOR TO YOUR PERMIT BEING ISSUED.

Event Date: \_\_\_\_\_ Film Title: \_\_\_\_\_ Co / Org: \_\_\_\_\_

**DESCRIBE YOUR FILMING IN DETAIL. ATTACH SITE UP MAPS (INCULDING CAMERA POSISTIONS AND FILMING DESCRIPTIONS), ROAD AND LANE CLOSURE PLAN, ETC.**


**Please indicate whether the following items pertain to your event:**

**VEHICLE INFORMATION:**

Commercial: Yes \_\_\_\_\_ No \_\_\_\_\_ Location(s) \_\_\_\_\_

Vehicle Use \_\_\_\_\_  
\_\_\_\_\_

Where Will The Vehicles Be Parked? \_\_\_\_\_

**ELECTRICITY / POWER:**

Does Your Filming Require Electricity/Power? If yes - what is the source? \_\_\_\_\_

**ROAD / LANE CLOSURE:\*\***

Road Closure: Yes \_\_\_\_\_ No \_\_\_\_\_ Location(s) \_\_\_\_\_

Lane Closure: Yes \_\_\_\_\_ No \_\_\_\_\_ Location(s) \_\_\_\_\_  
\_\_\_\_\_

**\*\* There Will Be A Fee Associated With These Closures**

Permittee accepts complete liability and responsibility for Permittee's use of the property and its actions and the actions of its members, guests, invitees, agents and employees upon the site, and an agreement that the Permittee will indemnify, defend and hold harmless the Department against any and all claims that may arise.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

(applications will not be processed without a signature)