2015 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”.

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**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.
  

- DCR Film coordinator, Joseph M. Rotondo. Email: 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

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 Movie ____________________________ Documentary Commercial ____________________________ Student Other ____________________________

DATE(S) STARTING TIME COMPLETION TIME

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.
DESCRIBE YOUR FILMING IN DETAIL. ATTACH SITE UP MAPS (INCLUDING CAMERA POSITIONS 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)