



## CITY OF KENT FILM PERMIT FORM

301 S. Depeyster Street, Kent, OH 44240

Application for filming in the City of Kent

Contact [wicksh@kent-ohio.org](mailto:wicksh@kent-ohio.org)

330-676-7500

APPLICANT INFORMATION			
Request By:		Project Name:	
Company:	Phone:	Email:	
Address:			
City:	State:	ZIP Code:	
<b>Applicant's Signature:</b>			
PRODUCTION CONTACT INFORMATION			
Project Manager:		Phone:	Email:
Location Manager:		Phone:	Email:
Director:		Phone:	Email:
Production Manager:		Phone:	Email:
DATE(S) (for more dates, attach separate page)		LOCATION(S) (list street names)	
1.		1.	
2.		2.	
TIME(S)	SET UP	START	END
1.			
2.			
TYPES OF ACTIVITIES PLANNED AND FACILITIES/EQUIPMENT USED			
Detail:			
<b>CHECK IF YOU PLAN TO USE THE FOLLOWING: (ADDITIONAL PERMITS/MAY BE REQUIRED)</b>			
<input type="checkbox"/> <b>Public Street or Other Right-of-Way</b> (Include map of area)		<input type="checkbox"/> <b>Existing Private Buildings</b> (Include addresses above & must secure permission from property owner)	
<input type="checkbox"/> <b>Sidewalks</b>		<input type="checkbox"/> <b>Government Buildings</b> (specify location above)	
<input type="checkbox"/> <b>Fake Weapons</b> (Identify above)		<input type="checkbox"/> <b>Tent/Canopies</b> (400 sq. ft. or larger)	
<input type="checkbox"/> <b>Animals</b>		<input type="checkbox"/> <b>Temporary Electric, Generators or Lighting</b>	
<input type="checkbox"/> <b>Public Park</b> (Name which park)		<input type="checkbox"/> <b>Bodies of water</b> (rivers, lakes, pools)	
OFFICE USE ONLY			

Received By \_\_\_\_\_ Date \_\_\_\_\_

**Types of Permits/Approvals Needed: (Check all that apply):**

No Permit Needed	_____	Bagged Meter Permit	_____
Film Permit	_____	Parks & Rec Dept. Approval	_____
Street Assemblage Permit	_____	Fire Dept. Approval	_____
Special Event Permit	_____	Police Dept. Approval	_____
Temporary Parking/Use Permit	_____	Building Dept. Approval	_____

\$100 Bond Received \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A

General Liability Insurance on File \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A    Approved \_\_\_\_\_ Date \_\_\_\_\_

Film Permit Approved \_\_\_\_ Yes \_\_\_\_ No    City Manager \_\_\_\_\_ Date \_\_\_\_\_