

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
DIVISION OF PARKS AND RECREATION
www.riparks.com

APPLICATION FOR SPECIAL USE

Motion Picture, Filming or Television Productions

APPLICATION DATE _____

1. NAME OF APPLICANT _____

2. NAME OF PRODUCTION COMPANY _____

3. ADDRESS _____

E-MAIL _____

TELEPHONE Office: _____

Fax: _____

Cell: _____

4. NAME OF PROJECT _____

5. TYPE OF USE: Filming, storage, base camp, etc. _____

Note: If filming, type of film (Commercial, Educational, Nature, Drama, Student, etc.)

6. DATES REQUESTED _____

7. TIMES _____

8. FACILITY OR LOCATION REQUESTED _____

9. SITES OR AREA REQUESTED _____

10. WHO WILL PARTICIPATE IN THE USE OF THIS FACILITY _____

11. NUMBER OF PARTICIPANTS _____

12. NUMBER OF:

CARS _____ BUSES _____ TRANSPORT VANS _____

TRUCKS _____ BOATS _____ TRACTOR TRAILERS _____

MOTOR HOMES _____ CATERING VEHICLES _____

13. TENTS / TEMPORARY STRUCTURES
AMOUNT: _____
SIZE: _____

14. DESCRIBE IN DETAIL ANY SPECIAL SERVICES OF PARK PERSONNEL THAT MAY BE REQUESTED _____

15. WILL PUBLIC ACCESS TO THE LOCATION BE RESTRICTED? _____
IF YES, WHAT TYPE OF RESTRICTION AND THE AMOUNT OF TIME OF RESTRICTION

16. WILL THERE BE ANY PUBLIC ADVERTISING USED? _____
IF YES, WHAT TYPE _____

17. WILL A COMMERCIAL VENDOR SUPPLY FOOD OR DRINK? _____
NAME OF VENDOR (S) (PLEASE NOTE THAT PRODUCTS CAN NOT BE **SOLD** ON THE
PARK PREMISES WITHOUT PERMISSION FROM THE REGIONAL PARK MANAGER).

18. WILL ADDITIONAL FIRST AID BE NEEDED?

19. HAVE ARRAIGNMENTS BEEN MADE WITH LOCAL POLICE AND FIRE SERVICES?

IF YES, PLEASE LIST THE INDIVIDUALS CONTACTED, AND DEPARTMENTS

***Note: Within each facility, Environmental Police Officers are to be hired at the cost of the applicant and or production company, the amount of officers will be determined by the Division of Parks and Recreation, no private security companies or local police are to be allowed to work a function inside the facility.**

20. ATTACHMENTS: MAPS _____
INSURANCE _____
ADDITIONAL REQUIREMENTS ATTACHMENT FROM REGION _____
OTHER _____

- Permits require liability insurance in the amount of \$2,000,000.00 for liability and 500,000.00 or more for property damage. The State of Rhode Island, Department of Environmental Management, and Division of Parks & Recreation must be listed on the certificate as "Additionally Insured". Certificate must be on file with park office before event.
- All requests should be made at least 60 days in advance to allow for processing requests.
- Based on the size, public restriction and impact on the facility the following additional licenses and or agreements may be required:
 - License fee
 - Film location or License agreement
 - Certificate of Authority
 - Certificate of Disclosure
 - Presentation of use to the RI State Properties Committee for review and approval
- No alcoholic beverages allowed.
- All rules and regulations (32-2-4) of the division of parks and recreation must be adhered to.
- No person shall disrobe other than in properly designated structures.
- Applicant and Production Company are responsible for the repair of any turf or property damage caused by stages, large vehicles, or placement of tents.
- All trash and litter must be picked up before leaving the area. Dumpster may e required at the applicants' expense.

CONDITIONS OF APPLICATION ACCEPTED

_____ DATE _____

Production Company Representative

_____ Accept Denied DATE _____
Regional Park Manager

_____ Accept Denied DATE _____
Chief of the Division of Parks and Recreation

_____ Accept Denied DATE _____
Executive Director, Rhode Island Film & Television Office

_____ Accept Denied DATE _____
Associate Director, DEM, Bureau of Natural Resources