



# City of Lowell

JFK Civic Center, 50 Arcand Drive, Lowell MA 01852

Roberto Dei

Cultural Affairs & Special Events

## Filming Permit Application

### Step 1 – Introduction

This online application is intended as a convenience for beginning the film permitting process.

In addition to this request form, you must also present the following to the Office of Cultural Affairs and Special Events JFK Civic Plaza:

- Certificate of Insurance (*Listing City of Lowell as additionally insured, \$1,000,000 minimum coverage*)
- Any necessary Street Closing Applications/Permits
- Detailed Maps

Please fill all applicable form fields as completely and accurately as possible and submit application **along with applicable fees**. For any inquiries please call 978.674.1482 during business hours Monday - Thursday 8:00 am - 5:00 pm, Tuesdays 8:00am to 8:00pm or Fridays 8:00am to 12:00pm.

### Step 2 – Project Information

PROJECT NAME: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

DATES OF PROJECT	Day 1 _____	Day 2 _____	Day 3 _____	Day 4 _____
	Time: _____	Time: _____	Time: _____	Time: _____
	Day 5 _____	Day 6 _____	Day 7 _____	Day 8 _____
	Time: _____	Time: _____	Time: _____	Time: _____

BRIEF NATURE OF PROJECT:

\_\_\_\_\_  
\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

LOCATIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Step 3 – Equipment & Crew

Film Equipment: \_\_\_\_\_

Number of Crew & Talent: \_\_\_\_\_ Number Vehicles: \_\_\_\_\_

Meter Numbers: \_\_\_\_\_

Basecamp Location: \_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Fee Schedule: Filming Fee \$25 per day