

# Ascension Parish Film Commission

6967 Highway 22-B

Sorrento, LA 70778

ph (225) 675-6553 fax (225) 675-6558

## FILM APPLICATION

TITLE OR PRODUCT NAME: \_\_\_\_\_

TYPE OF PRODUCTION:

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> FEATURE         | <input type="checkbox"/> COMMERCIAL        | <input type="checkbox"/> DOCUMENTARY  |
| <input type="checkbox"/> TV SERIES/PILOT | <input type="checkbox"/> STILL PHOTOGRAPHY | <input type="checkbox"/> STUDENT FILM |
| <input type="checkbox"/> MUSIC VIDEO     | <input type="checkbox"/> OTHER: _____      |                                       |

SCOUT DATES: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

PRODUCTION DATES: Pre-production: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Production: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

PRODUCTION TIMES: Please indicate the anticipated daily schedules for production. Please be aware that the individual political subdivisions in Ascension Parish may place limitations on the times that production is allowed in residential neighborhoods, high traffic areas, school zones, etc. \_\_\_\_\_

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LOCATION(S): Please provide specific description and location information including map of street names, addresses, etc.

Unincorporated Ascension Parish: \_\_\_\_\_

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City of Donaldsonville: \_\_\_\_\_

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City of Gonzales: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town of Sorrento: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT INFORMATION**

**Company Information**

name/address)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

**Production Office** (if different than company

Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip \_\_\_\_\_

**Prepared By**

Name \_\_\_\_\_  
Email \_\_\_\_\_  
UPM \_\_\_\_\_  
Line Producer \_\_\_\_\_  
Location Mgr. \_\_\_\_\_  
Unit Publicist \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

**General Production Details**

Director \_\_\_\_\_  
Budget \_\_\_\_\_  
(estimated)

Cast/Crew Size \_\_\_\_\_  
(estimated)

**INSURANCE**

In order for you or your organization to Film in Ascension Parish, you must submit with this form a CERTIFICATE OF INSURANCE which includes:

1. The name and address of the insured person or Production Company.
2. That the policy provides Commercial General Liability in the amount of at least One Million Dollars (\$1,000,000) [usually listed as 1,000 thousands] in US currency or its equivalent per occurrence with a \$1,000,000 aggregate, or as may be required by the individual political subdivision(s).
3. An additional insured endorsement that reads, as appropriate, the Parish of Ascension, and/or the City of Donaldsonville, and/or the City of Gonzales, and/or the Town of Sorrento government, its officials and employees.
4. The name of the insurance company and of the broker, with the broker's phone number.
5. The policy number.

6. The dates for which the policy is in effect, including both the start and expiration dates. That the policy may not be modified or canceled without seven days prior written notification to the effected political subdivision(s).

\*Submit form and proof of insurance 30 days prior to start date.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** By submitting this form, the applicant is agreeing to follow the FILMMAKER'S CODE OF PROFESSIONAL RESPONSIBILITY. This document is attached to and made a part of this form and needs to be signed and submitted herewith.

## **Ascension Film Commission**

### **FILMMAKERS' CODE OF PROFESSIONAL RESPONSIBILITY**

**To the Public:** We are pleased to be filming in this location and appreciate your cooperation. If you find this production company is not adhering to this Code in any manner, please call \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_.

**To our Company:** You are guests and should treat this location, as well as the public, with courtesy. This notice has been attached to the Filming Notification which was distributed to this neighborhood. You are agreeing to the following actions and standards:

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or resident who is directly affected by the company (this includes parking, traveling shots, base camps, meal areas, etc.).
2. Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time stipulated in the permit. They should park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas only. Do not park production vehicles, crew member vehicles or equipment in driveways, alleyways or any other area unless prior arrangements have been made with the owner(s) of the effected property and-or the political subdivision as appropriate.

3. Do not trespass onto neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.

4. Moving or towing of the public's vehicles is prohibited without the express permission of the political subdivision or the owner of the vehicle.

5. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Use company-supplied receptacles for the disposal of all napkins, plates and coffee cups that are used in the course of the working day. All catering, craft service, construction, strike and personal trash must be removed from location.

6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or the property owner.

7. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also, remember to remove all signs posted to direct the company to the location.

8. Every member of the cast and crew shall keep noise levels as low as possible.

9. Observe designated smoking areas and always extinguish cigarettes in company supplied butt cans.

10. Crew members shall not display signs, posters or pictures on or in vehicles that do not reflect common sense or good taste (i.e., pin-up posters...). Cast and crew will refrain from the use of lewd or improper language.

The Ascension Film Commission appreciates your cooperation and assistance in upholding the Filmmaker's Code of Professional Responsibility.

Agreed to and acknowledged:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title/Production: \_\_\_\_\_

Date: \_\_\_\_\_