TOWN OF ERIE
1874

Location Release Request for Media Productions

Today's Date:
(MM/DD/YY)
____/____/____

Contact Information

Name: _____

Company: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Cell: _____

Number of Crew: _____

Commercial Enterprises (Include Town of Erie Business License #):_____

*Please include a copy of Limited Liability Insurance naming the Town as an additional insured.

Type of Production

❒ Feature ❒ TV Drama ❒ Commercial ❒ Short Film ❒ Student ❒ Corporate

❒ Documentary ❒ TV Other ❒ Reality TV ❒ Music Video ❒ Photo Shoot ❒ Other:_____

Equipment

❒ Handheld Camera ❒ Camera & Tripod ❒ Handheld Lights ❒ Lights on Stands

Synopsis

Please give us a brief synopsis of your production:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please return request form to the Communications & Marketing Coordinator by email, fax or drop by:
Town of Erie | 645 Holbrook | PO Box 750 | Erie, CO 80516
phone 303.926.2763 | fax 303.926.2706| kjenkins@erieco.gov

TOWN OF ERIE
1874

Location Release Request for Media Productions

Locations

Please state the locations you would like to use along with a detaled explanation of each scene to be filmed

Location Including all Street Names	Date	Time	Description of each scene to be filmed

Applicant Signature:_____ Date:_____

Notice

The location(s) are the specific locations listed above and agreed by the Town of Erie; the signatory on behalf of the Applicant is the person with appropriate responsibility who ensures that the terms of this application are adhered to.

Equipment Permitted, Special effects etc

Except where otherwise agreed in writing, the following are not permitted on site: explosions, fire, stunts, firearms (replica or real), smoke, wet down, wind machines, indecency or unnamed special effects, camera tracking, dollys or cranes, generators or cables, lighting other than battery powered sun guns (ONLY handheld or tripod mounted cameras allowed under this agreement).

1. The Town of Erie shall give the Applicant the right to use the locations, ***once agreement has been reached***, for the period of the Permitted Use.

2. The right given shall be exercised in consultation with the Town, in a way which so far as reasonably practicable does not interfere with or impede the normal use of the location(s).

3. The Town of Erie gives no warranty that the location(s) is legally or physically fit for any specific purpose.

4. A Special Events Permit available through the Town Clerk's Office may be required as a condition of approval.

Town Review

- ❒ Town Clerk:_____
- ❒ Administration:_____
- ❒ Finance:_____
- ❒ Parks & Recreation:_____
- ❒ Police:_____
- ❒ PublicWorks:_____

❒ **REQUEST APPROVED** ❒ **REQUEST DENIED**