

OFFICE OF THE MAYOR

Nick Sortal
Mayor

ADMINISTRATION

Jason R. Nunemaker
Chief Administrative Officer



CITY OF PLANTATION

400 NW 73rd Avenue

Plantation, Florida 33317

954-797-2222

**CITY OF PLANTATION SPECIAL EVENT APPLICATION
FILM MAKING, TV & COMMERCIAL PRODUCTION**

Applicant Information

DATE OF SUBMISSION: _____

Full Name / Contact Person

Company Name

Company or Residential Address

City

Fl

Zip

Phone

Cell

Email

Event Information

Date and Time of Event: _____

Resident's/Business Name: _____

Location(s) of Event: _____

Number of Crew Members _____ Number of Vehicles _____

General Description of Event:

Film Making

THERE WILL BE NO EXCEPTIONS TO THIS POLICY.

1. Ordinance 1374, which outlines the City's requirements for filmmaking, TV or commercial productions.
2. Permission must be provided by Resident or Business name.
3. Cannot film before 7:00 AM. or after 10:00 PM.
4. The permittee shall have on site a responsible representative empowered with authority over the filming director, filming crews, participants, and filming operation
5. City Hall – Only on weekends, not during the week. Fee will be charged for filming, cost of personnel involved, off-duty detail, etc.

Certificate of Insurance Requirements

The City of Plantation insurance requirements must include the following information before an event, agreement, purchase order, or qualifying as a vendor, current (COI) must be provided:

- Insured: The name on SUNBIZ and the company listed on COI must be the same.
- Certificate holder: City of Plantation, 400 NW 73 Avenue, Plantation, FL 33317;
- Authorized Signature: COI must be signed;
- General Liability: \$1,000,000.00; General Aggregate \$2,000,000.00; The City must be listed as an additional insured by checking the box or include in writing.
- Automobile Liability: \$1,000,000.00 (owned or hired autos); The City must be listed as an additional insured by checking the box or include in writing.
- Workers Compensation (WC): \$1,000,000.00; A waiver of subrogation must be included in writing and/or checking the box;
- No Workers Comp (WC) insurance; provide WC exemption form. Please visit <https://www.myfloridacfo.com/Division/wc/employer/Exemptions/default.htm>
- 10-day notice cancellation language must be noted on COI.
- The City should be named as an additional insured for other insurances except Worker's Compensation.

If you have any questions or concerns about these requirements, please do not hesitate to contact the Risk Management Department by calling 954-797-2222 or email to kjoiner@plantation.org or gjackson@plantation.org.

Tents

Pop-Up Tents (10 x 10) are permitted for 1-3 days without completing a Special Event form. If more than 3 days or larger than 10 x 10, a permit must be pulled in the building department and complete the Special Event form.

Tents with Sides:

1. Must complete the Special Event form.
2. Building permit needs to be pulled after approval letter received from the City.
3. Electrical (if needed) a permit must be pulled after approval letter received from the City.