

City of Wixom Film Office

49045 Pontiac Trail

Wixom, Michigan 48393

Web: www.cityofwixom.com

Contact: Deanna Magee

Phone: 248-624-2850

Fax: 248-960-8873

Email: dimagee@ci.wixom.mi.us



APPLICATION PROCESS

Step 1- File No Fee Permit

Complete the City of Wixom Online Film Application Form and return by one of the following ways:

Email: Dmagee@ci.wixom.mi.us

Fax: 248-960-8873

Phone: 248-624-2850

Mail: City of Wixom Film Office, Community Services, 49045 Pontiac Trail, Wixom, MI 48393

Insurance:

All permits require a certificate of liability insurance with the City of Wixom listed as additionally insured. In special cases this can be waived. Documentation must be provided to the film office 48 hours prior to the scheduled shoot.

Limits of liability: General: \$1,000,000 per occurrence; \$500,000 per person

Workman's Compensation: Should be in line with company's other certificates

Step 2- Before the Shoot

Notification- 48 hours in advance:

1. Notify the Wixom Film Office 248-624-2850
2. Send letters to notify area residents and businesses of the dates, times and parking plans. Outline how filming may affect their normal routine. Include production office contact names and phone numbers. These letters should be delivered to area residents and businesses at least= 48 hours prior to shooting. area residents and businesses of the production at least 48 hours in advance of the shoot. Sample letter below.
3. Assure businesses that you will allow customer access and truck deliveries
4. Provide blackout material to resident's windows for night exterior shoots if applicable

Step 3- During the Shoot

The City of Wixom will make every effort to assist your production in running smoothly and efficiently.

- Have copies of all permits issued on set for general public viewing
- Production companies should also make every effort to assist your production
- Keep noise to a minimum when arriving in a neighborhood before 7 a.m. or filming past 7 p.m.
- Ensure safe pedestrian passage through and around your set
- Cover production cables with mats
- Keep equipment against buildings or in curb lanes
- Ensure there is at least 13.5 feet for a fire lane on all streets involved
- Do not hold or block traffic without a police officer or traffic agent
- Do not park generator trucks in front of residential buildings or leaving idling under resident's windows
- Do not leave engines idling under
- Make certain that trucks and cameras fit under trees to avoid damage to tree branches
- Find nearby lots to park campers and other non-essential vehicles if you are going to be at the location for multiple days. Check with the film office 248-624-2850.
- Do not allow crew or extras to park on set
- Any free standing generators must be baffled with fireproof material
- Have copies of the Vehicular Tow Unit (VTU) relocation list on set
- Please have crews speak to the public courteously. Your set may be someone's home, so do your best to ensure that future productions are welcomed back.
- Please patronize local businesses during breaks

Step 4 (After the Shoot)

- Clean up after your shoot. Make a clean sweep of the area to ensure that nothing is left behind, including equipment and garbage.

Sample of Notification Letter - Businesses & Neighborhoods

PRODUCTION COMPANY NAME

DATE

Dear Neighbors and or Businesses:

This letter is to inform you that on **DAY/DATE, PRODUCTION COMPANY** will be filming scenes at locations in this area from approximately **START TIME to FINISH TIME**. "PROJECT NAME" is produced by **PRODUCTION COMPANY**.

In order to facilitate filming, we will need to hold parking for our production vehicles beginning **START TIME & DATE**. The streets affected include:

LIST BLOCKS WHERE PARKING IS BEING HELD

We are aware of the inconvenience caused by our activity and apologize in advance. Rest assured that we will do everything possible to minimize the impact of our activities in your business area or neighborhood. If you have particular concerns (scheduled deliveries, construction, accessibility needs, etc.) that must be addressed, please call the Location Department at **PHONE NUMBER**. We will do everything possible to find a mutually agreeable solution.

Your cooperation will help to make this location shoot a success! Thank you in advance for your understanding and cooperation.

PRODUCTION COMPANY LOCATION DEPARTMENT:

PHONE NUMBER:

ADDRESS:

FAX NUMBER: