

City of Newport Film Production Protocol 9-2-08

Please complete the following questionnaire and forward in a timely manner to: Erin Mulligan at emulligan@cityofnewport.com or call 845-5489. A signed location agreement and Certificate of Insurance under most circumstances will be required. Permits which may be required include: Street/Sidewalk Closing Permit; reserve Parking/No Parking Permit; or Special Events Permit (for any work done in City park). Screen credit to the City of Newport is assumed. Early coordination is the key to accommodating the particular needs of your production, so please provide as much notice as possible. Thank you.

Production Company

Address:
Phone:
Principal contact(s):
Cell, Office Phone and email:
Federal ID:

Project

Project Name:
Film, photo shoot, or television?
Story line:

Crew size:
Cast size:
Principal talent(s):
Vehicles:

City Facilities Requested

City Streets, reserved parking spaces:
Street/Sidewalk Closing Permit:
Reserve Parking/No Parking Permit:
Cliff Walk:
Easton's Beach:
Harbor:
City parks (Special Events Permit may be required):

City Services Required

Police/traffic control:
Harbormaster:
Fire:
Public Works:
Other:

Project Itinerary (**be specific**)

date time locations special conditions