

Filming Permit

Town of Ashland



Department of Planning and Community Development phone: (804) 798-1073
101 Thompson Street fax: (804) 798-4892
Ashland, VA, 23005 jtopham@town.ashland.va.us

The Town of Ashland welcomes those seeking to film on location in “the Center of the Universe”. To ensure that town services are available and that staff are properly prepared to provide any necessary assistance, we require that this film application be completed a **minimum of 21 days prior to any permitted activity. While applications will be accepted within 21 days of activity, we cannot guarantee any staff availabilities or requested street closures.** The Town’s permit process is designed to manage all location filming on public property, as well as filming activity on private land, which may have an impact on public property, or the use of public amenities. This includes (but is not limited to) activities that:

- Interrupt or impede traffic on town streets
- Interrupt or impede pedestrians on sidewalks
- Require wires or cables running across or over sidewalks or town streets
- Require the use of generators, tripods, dollies, booms or other equipment on sidewalks or streets
- Impact on public use of, or access to public parking areas, community facilities and parks

We recommend that those interested in filming in Ashland schedule a pre-meeting prior to making an application. To set up a pre-meeting, or for more information about this process, please contact Joe Topham at (804) 798-1073 or jtopham@town.ashland.va.us.

PRIMARY CONTACT INFORMATION – This person will be the main point of contact for the Town

Name: _____

Company: _____

Email: _____

Phone: _____ Alternate Phone _____

Address: _____

City: _____ State _____ ZIP _____

OTHERS AUTHORIZED AS A CONTACT FOR THE TOWN

Alternate #1

Name: _____

Company: _____

Email: _____

Phone: _____

Alternate #2

Name: _____

Company: _____

Email: _____

Phone: _____

ECONOMIC IMPACT FOR THE TOWN OF ASHLAND

Will you have any hotel overnight stays for this project in Ashland?: Yes No

Estimated value of meals/catering purchased in Ashland: \$ _____

Estimated value of services purchased in Ashland (can include talent, production support, etc.): \$ _____

Estimated value of venue rental in Ashland: \$ _____

Other expenses (please explain):

Total value of all local Ashland expenses listed above: \$ _____

Have you contacted the Virginia Film Office? Yes No

Have you received support from the Virginia Film Office? Yes No

PRODUCTION DETAILS

Date(s): _____

Rain date(s): _____

Start Time(s): _____

End Time(s): _____

Location(s) of Shoot – Please provide exact street locations:

Story Content (story line, description of shoot): **(Fillable Box)**

Equipment (camera booms, lighting, any mobile equipment): **(Fillable Box)**

Will any outdoor lighting, loud noises, or extended hours be required? Please list below.

Will any parking areas (streetside or lots) be needed for your production team? If so, please list below.

PRODUCTION DETAILS (CONTINUED)

Total Number of Cast and Crew: _____

Social Media handles/Facebook: _____

Website: _____

STREET CLOSINGS

Any street closings will require Town of Ashland police officers for traffic control, which will incur fees. Please list the purpose for why you need the street closed (such as for a shot, for parking, staging, etc), and for how long they will be needed. Any officers hired must be paid the day of activities.

Location(s):

SIDEWALK CLOSINGS

Any sidewalk closures will require the use of Public Works staff, which may incur a fee for the service. Please list the purpose for the sidewalk closures, and how long they will be necessary.

Location:

Have all adjacent property owners been notified?

Yes

No

ADDITIONAL REQUESTS

(Fillable Box)

FIELDS BELOW FOR USE ONLY BY TOWN OF ASHLAND STAFF

ASHLAND POLICE DEPARTMENT

DATE OF RECEIPT _____

POLICE DEPARTMENT, ESTIMATE OF POLICE STAFF-HOUR NEEDS _____

POLICE DEPARTMENT, ESTIMATE OF COST FOR CONTROL PURPOSES _____

APPROVED BY _____ DATE _____

COMMENTS _____

DEPARTMENT OF PUBLIC WORKS

DATE OF RECEIPT _____

PUBLIC WORKS, ESTIMATE OF STAFF STAFF-HOUR NEEDS _____

PUBLIC WORKS, ESTIMATE OF COST FOR NECESSARY SERVICES _____

APPROVED BY _____ DATE _____

COMMENTS _____

TOWN ADMINISTRATION

DATE OF RECEIPT _____

APPROVED BY _____ DATE _____

COMMENTS _____
