APPLICATION FOR SPECIAL USE
Motion Picture, Filming or Television Productions

APPLICATION DATE ______________________

1. NAME OF APPLICANT ____________________________________________________________

2. NAME OF PRODUCTION COMPANY ________________________________________________

3. ADDRESS ____________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

E-MAIL __________________________________________

TELEPHONE
   Office: ______________________________________
   Fax: ________________________________________
   Cell: _______________________________________

4. NAME OF PROJECT _____________________________________________________________

5. TYPE OF USE: Filming, storage, base camp, etc. _______________________________________
   Note: If filming, type of film (Commercial, Educational, Nature, Drama, Student, etc.)

6. DATES REQUESTED _____________________________________________________________
   __________________________________________

7. TIMES ______________________________________________________________

8. FACILITY OR LOCATION REQUESTED _____________________________________________

9. SITES OR AREA REQUESTED ____________________________________________________

10. WHO WILL PARTICIPATE IN THE USE OF THIS FACILITY ___________________________

11. NUMBER OF PARTICIPANTS _____________________________________________________

12. NUMBER OF:
   CARS _________ BUSES ___________ TRANSPORT VANS ______________________________
   TRUCKS _________ BOATS ___________ TRACTOR TRAILERS _____________________________
   MOTOR HOMES ______________________ CATERING VEHICLES ____________________________
13. TENTS / TEMPORARY STRUCTURES
   AMOUNT: ________________________
   SIZE: ____________________________

14. DESCRIBE IN DETAIL ANY SPECIAL SERVICES OF PARK PERSONNEL THAT MAY BE REQUESTED__________________________________________
    _____________________________________________________________
    _____________________________________________________________

15. WILL PUBLIC ACCESS TO THE LOCATION BE RESTRICTED?________________________
    IF YES, WHAT TYPE OF RESTRICTION AND THE AMOUNT OF TIME OF RESTRICTION
    _____________________________________________________________
    _____________________________________________________________
    _____________________________________________________________

16. WILL THERE BE ANY PUBLIC ADVERTISING USED? ___________________________
    IF YES, WHAT TYPE_______________________________________________

17. WILL A COMMERCIAL VENDOR SUPPLY FOOD OR DRINK?________________________
    NAME OF VENDOR (S) (PLEASE NOTE THAT PRODUCTS CAN NOT BE SOLD ON THE PARK PREMISES WITHOUT PERMISSION FROM THE REGIONAL PARK MANAGER).
    _____________________________________________________________
    _____________________________________________________________

18. WILL ADDITIONAL FIRST AID BE NEEDED?
    _____________________________________________________________

19. HAVE ARRAIGNMENTS BEEN MADE WITH LOCAL POLICE AND FIRE SERVICES?
    _____________________________________________________________
    IF YES, PLEASE LIST THE INDIVIDUALS CONTACTED, AND DEPARTMENTS
    _____________________________________________________________
    _____________________________________________________________
    _____________________________________________________________

*Note: Within each facility, Environmental Police Officers are to be hired at the cost of the applicant and or production company, the amount of officers will be determined by the Division of Parks and Recreation, no private security companies or local police are to be allowed to work a function inside the facility.

20. ATTACHMENTS: MAPS ____________
    INSURANCE _______________
    ADDITIONAL REQUIREMENTS ATTACHMENT FROM REGION _____________
    OTHER ________________
• Permits require liability insurance in the amount of $2,000,000.00 for liability and 500,000.00 or more for property damage. The State of Rhode Island, Department of Environmental Management, and Division of Parks & Recreation must be listed on the certificate as “Additionally Insured”. Certificate must be on file with park office before event.

• All requests should be made at least 60 days in advance to allow for processing requests.

• Based on the size, public restriction and impact on the facility the following additional licenses and or agreements may be required:
  - License fee
  - Film location or License agreement
  - Certificate of Authority
  - Certificate of Disclosure
  - Presentation of use to the RI State Properties Committee for review and approval

• No alcoholic beverages allowed.

• All rules and regulations (32-2-4) of the division of parks and recreation must be adhered to.

• No person shall disrobe other than in properly designated structures.

• Applicant and Production Company are responsible for the repair of any turf or property damage caused by stages, large vehicles, or placement of tents.

• All trash and litter must be picked up before leaving the area. Dumpster may be required at the applicants’ expense.

CONDITIONS OF APPLICATION ACCEPTED

__________________________________________DATE__________________________
Production Company Representative

__________________________________________ Accept Denied DATE____________________
Regional Park Manager

__________________________________________ Accept Denied DATE____________________
Chief of the Division of Parks and Recreation

__________________________________________ Accept Denied DATE____________________
Executive Director, Rhode Island Film & Television Office

__________________________________________ Accept Denied DATE____________________
Associate Director, DEM, Bureau of Natural Resources

Department of Environmental Management, Division of Parks and Recreation
Phone # (401) 667-6200 Fax # (401) 667-3970