

APPLICATION TO FILM OR VIDEOTAPE ON VILLAGE STREET OR OTHER VILLAGE PROPERTY

Application and Insurance must be provided three (3) days prior to event.

Applicant Name		Phone	
		Cell Phone	
Street Address	City	State	Zip
Production Company/Organization (if different from above)		Phone	
Street Address	City	State	Zip
Date(s) of Event		Time(s) of Event	
Location of Event			
Description of Event			
Impact on Traffic or Parking			
Impact on Adjacent or Other Properties			
Description of special equipment, vehicles, etc. involved in event		Number of Persons Involved (crew, etc.)	
Anticipated Need for City Services (e.g. - Police, Parks Maintenance, etc.)			
<p>The applicant acknowledges the following:</p> <p>The applicant agrees to obtain and maintain a certification of insurance as described on the reverse side of this application demonstrating coverage throughout the approved period of the event. Should the insurance be cancelled without notice to the Village, the applicant agrees to personally indemnify and hold the Village of Holly harmless and defend it against all demands, claims, causes of action or judgements and from all expenses that may be incurred in defending against the same, arising from any act, neglect or omission on the part of the applicant, its agents and/or employees, pursuant to this event.</p> <p>The applicant agrees to obtain signed approval from any business or property owner specifically effected by the event. The use of the Village's name, seal, signage, equipment, or personnel is prohibited without the expressed consent of the Village of Holly. The applicant agrees to reimburse the Village of Holly for the cost of any services provided by the Village as a result of the event.</p> <p>The applicant understands that the Village of Holly shall determine and approve the need for such services. If the applicant anticipates the need for Village services in advance of the event, the applicant shall notify the Village and receive an estimated cost from the Village prior to approval of the application.</p>			
Signature of Applicant		Date	

INSURANCE CERTIFICATE REQUIREMENTS

- > Comprehensive General Liability: \$1,000,000/occurrence (minimum)
- > Excess Liability Umbrella: \$1,000,000/occurrence (minimum)

Additional Insured endorsement portion of the Certificate of Insurance must read exactly as follows:

"The Village of Holly, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers."

Cancellation Notice portion of the Certificate of Insurance must read exactly as follows:

"Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder."

Note - words in existing form language may be struck out to achieve the above requirement as indicated in the sample certificate.

APPROVAL

Signature of Village Manager Approving Application	Date
Printed Name	

Applications are available at www.vi.holly.mi.us, or the Village Offices
Return application to Village of Holly 202 S. Saginaw St. Holly MI 48442

Rev. 07/13/09