

WARREN COUNTY PARKS AND RECREATION
DEPARTMENT

Film Request Application

Please complete all applicable sections to be considered for approval. Applications must be submitted at least 30 days prior to the first day of the event, along with a \$25 non-refundable application fee. The payment must be paid by check or with a credit card (processing fees apply). If the project is cancelled, or the application is denied, the fee will be forfeited.

Submit application and fee by mail or drop off to:
Warren County Parks and Recreation Department
2055 Three Springs Road
Bowling Green, KY 42104
Or email: amanda.moore@ky.gov

Contact Information

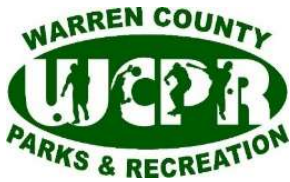
Company: _____
Contact's Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____

Project Information

Project Title: _____
Project Type (Circle One):
Television Movie Commercial Video Student Film Educational Nonprofit
Other: _____

Briefly describe purpose of film and locations where filming will take place:

Starting Date and Time: _____ Ending Date and Time: _____



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Filming must take place during normal operating hours of the park.

A site map indicating where the filming will take place is required. This can be a screenshot of Google Maps.

Only designated areas of the park are equipped with the below. Please coordinate with staff if either is needed.

Requires: Electricity Water None

Estimated number of people participating: _____

Will parking need to be restricted or prohibited during filming? Yes _____ No _____

Will sound amplification be used? Yes _____ No _____

Drone Use: Yes _____ No _____

Film project may not contain any of the following elements:

- No explicit content.
- No drug or alcohol reference/use.
- No depictions of violent scenes or suicide.
- No use of pyrotechnics, explosives, or firearms (real or fake).
- No car crashes, chase scenes, or acts of animal cruelty.
- No dangerous stunts.
- No use of any equipment that may cause damage to WCPRD property.

All sets and props must be removed immediately after use.

Production crew may not remove, trim, or cut any vegetation on WCPRD property.

Insurance:

Users shall procure, at their expense, general liability insurance with a minimum per occurrence limit of \$1 million with a hold harmless clause naming "WCPRD, 2055 Three Springs Road, Bowling Green, KY" as a "Certificate Holder" which shall protect WCPRD against all liability or claims due to injury or damage to property occurring in or about the premises during use by User. Said certificate must be provided to Business Manager at WCPRD Main Office no later than 5 business days prior to event date.

WCPRD Policies:

WCPRD Policies are in effect: Severe Weather Policy, Field Playability Policy, Animal Policy, Code of Ethics, League Scheduling Policy, Drone, & Smoking & Vaping (see website: warrencountyky.gov).

Parking:

Any special parking (in addition to paved lots) will be coordinated and marked off by WCPRD staff.

Camping/Overnight Activities:

Camping overnight on WCPRD properties is prohibited under all circumstances.



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Applicant Name: (Please Print) _____

Applicant Signature: _____ **Date:** _____

By signing above, you are agreeing to follow the terms and conditions of this application and all information provided is true to the best of your knowledge. If application is approved, a copy of approved paperwork will need to be on site at all times while filming takes place.

For Office Use Only:

Approved: _____ **Denied:** _____

Manager Name: _____ **Date:** _____

Manager Signature: _____

Director Name: _____ **Date:** _____

Director Signature: _____