



## Filming and Photography Shoot Registration

### Guidelines and Considerations:

- Applicants are responsible for cleaning and restoring the site after the event. Cleanup of public property will be held to the standards set by the City of Rock Hill.
- Applicant may be required to hire off-duty City of Rock Hill Police Officers to provide security to ensure public safety. Cost for security is \$25 per hour per officer for minimum of 2 hours.
- The City of Rock Hill does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment.
- The City reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event. See the City's Noise Ordinance (Sec. 20-161 and 162 of the Rock Hill Code of Ordinances) for more information.
- Drilling into pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags, concrete or water filled barrels.
- Signs may not be placed in the public right of way or off-site of the event.
- Vendors operating in the City of Rock Hill are required to obtain a City of Rock Hill business license through Rock Hill's Business License Office located at City Hall, Room 260. For questions or additional information, please call 803/329-7042.
- Electrical service required beyond that which is generally available must be provided and arranged for by the applicant. Restrictions may apply to specific sites. All electrical equipment and setup must comply with the National Electrical Code, 2005 edition, and the International Fire Code, 2003 edition.
- The City of Rock Hill Police Department has final discretion over your Route and Traffic Plan, including but not limited to the placement and number of all barricades, signs, and police/volunteer locations.
- For events that require road closures, or may cause disruption for City of Rock Hill residences, businesses or churches, notification must be provided to the affected parties two weeks prior to the event.

***Please note:*** *If requested filming/photography shoot requires substantial city services, road closures or a large number of participants, please complete the City's full Special Event Application*

**Applicant Information**

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Information**

Project Name: \_\_\_\_\_

Production Company: \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Set-Up Begins: \_\_\_\_\_

(Date and Time)

Clean-up Ends: \_\_\_\_\_

(Date and Time)

**Project Type:**

Still Photography

Video Project

Public Service Announcement

Television Program

Commercial

Feature Film

Size of Crew:  0-5

5-10

10+

Number of production vehicles:  0

1

2

Other \_\_\_\_\_

Purpose of Project: \_\_\_\_\_

Requested Shooting Location: \_\_\_\_\_

*(The Old Town Amphitheater can be reserved through the Economic and Urban Development office at 803/329-7090.)*

**Will access to restrooms or other rooms in City Hall be necessary?**

Yes

No

*Applicant may be required to hire staff to provide access to City Hall on weekends and after regular business hours. See Special Event Fee Schedule for current rates.*

**How will this project be used/distributed?**

\_\_\_\_\_

**Please describe any revenue that will be generated by this project.**

\_\_\_\_\_

**What is the rain plan for this event?**

\_\_\_\_\_

**Electrical Needs**

**Will electricity be needed during the event?**

Yes

No

If yes, how will power be supplied? (Check all that apply.)

Generators (Generators cannot be refueled within the event site during event operating hours.)

Electrical Service supplied by the City

Other \_\_\_\_\_

**Please specify use, locations, voltage and amperage needs. Attach additional sheets if necessary.**

Use	Location	Voltage/Amperage

**Will road closures be necessary?**

Yes                       No

If yes, please indicate the streets to be closed and time of closure. Attach additional sheets if necessary.

Street Name	Section of Street to Close	Date/Time to Close	Date/Time to Open

**Does the event restrict access to private or public parking lots?**

Yes                       No

If yes, please indicate the lots to be closed and time of closure. Attach additional sheets if necessary.

Lot Description	Lot Location	Date/Time to Close	Date/Time to Open

**Hold Harmless Clause**

Permittee/organization hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee’s operation. Permittee hereby expressly agrees to defend and save the City harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents and employees.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Authorization**

*I confirm that the information provided in this application is true to the best of my knowledge.*

\_\_\_\_\_  
**Applicant Name (Print)**

\_\_\_\_\_  
**Applicant Signature**

**Date**

**Questions**

**Please call 803/329-7016 or email [specialevents@cityofrockhill.com](mailto:specialevents@cityofrockhill.com) with questions regarding this registration form or the special event approval process.**

Internal Use Only
Date Received: _____
Resident/Business Notification Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No