



MARK R. JOHNSON  
Mayor

**CITY OF COVINGTON**  
CULTURAL ARTS & EVENTS OFFICE  
419 N. New Hampshire Street  
Post Office Box 778  
Covington, Louisiana 70434  
phone 985.892.1873  
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## FILMING PERMIT APPLICATION

DATE \_\_\_\_\_

**NOTE: Please see Filming Fees spreadsheet for applicable fees.**

NAME OF PRODUCTION: \_\_\_\_\_

**Type of Production:**

- Feature Film   
  Commercial   
  TV/Series/Pilot/Movie   
  Documentary  
 Student Film   
  Music Video   
  Still Photography   
  Other

If other, please explain: \_\_\_\_\_

**COMPANY INFORMATION**

**PRODUCTION OFFICE**

*If different from company information*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP CODE \_\_\_\_\_

CITY/STATE/ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

PHONE \_\_\_\_\_

**CONTACTS**

PREPARER OF APPLICATION \_\_\_\_\_ / DRIVER'S LICENSE (NUMBER/STATE) \_\_\_\_\_

EMAIL \_\_\_\_\_ / PHONE \_\_\_\_\_ / CELL PHONE \_\_\_\_\_

PRODUCER \_\_\_\_\_ / DRIVER'S LICENSE (NUMBER/STATE) \_\_\_\_\_

EMAIL \_\_\_\_\_ / PHONE \_\_\_\_\_ / CELL PHONE \_\_\_\_\_

LOCATION MANAGER \_\_\_\_\_ / DRIVER'S LICENSE (NUMBER/STATE) \_\_\_\_\_

EMAIL \_\_\_\_\_ / PHONE \_\_\_\_\_ / CELL PHONE \_\_\_\_\_

**GENERAL PRODUCTION DETAILS**

SCOUTING START DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_    SCOUTING END DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SHOOTING START DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_    SHOOTING END DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

TITLE OF PRODUCTION \_\_\_\_\_    DIRECTOR \_\_\_\_\_

ESTIMATE COVINGTON BUDGET \_\_\_\_\_    CAST/CREW SIZE \_\_\_\_\_

**SPECIAL PRODUCTION NOTES** *Specific details such as locations, parking, catering, base camp, etc.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please check if applicable:**

- City Facilities Usage Required \_\_\_\_\_
- Intermittent Traffic Control Needed
- Street Closure
- Special Effects, i.e., water usage, pyrotechnics/fire \_\_\_\_\_
- Certificate of Insurance submitted *(The standard coverage is \$1,000,000; however, more coverage may be required. The following language must appear in the certificate holder box: The City of Covington, its agents, and all of its departments, 317 N. Jefferson Avenue, Covington, LA 70433)*
- Execute a Hold Harmless Agreement benefiting the City of Covington
- Guide to Filming in Covington reviewed and approved
- City Production Meeting
- Contract Agreements required/signed/received
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Applicable Fees received *(Fees for the Police and Fire Department are paid directly to them)*
  - Application Fee
  - City Location Fee
  - Daily Impact Fee
  - Water Usage Deposit

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 SIGNATURE OF APPLICANT DATE

| <b>CITY APPROVALS</b>                    |                           |
|--|---------------------------|
| _____<br>CULTURAL ARTS & EVENTS DIRECTOR | _____/_____/_____<br>DATE |
| _____<br>FACILITIES DIRECTOR             | _____/_____/_____<br>DATE |
| _____<br>POLICE DEPARTMENT               | _____/_____/_____<br>DATE |
| _____<br>FIRE DEPARTMENT                 | _____/_____/_____<br>DATE |
| _____<br>MAYOR OF COVINGTON              | _____/_____/_____<br>DATE |

**COPY TO PUBLIC WORKS** *(if applicable)* \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_