



MAYOR CLAY MADDEN

**CITY OF MANDEVILLE
CULTURAL DEVELOPMENT & EVENTS OFFICE
675 LAFITTE STREET
MANDEVILLE, LA 70448
PHONE 985.624.3147**

NAME OF PRODUCTION _____

Type of Production:

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

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
PRODUCER	DRIVER'S LICENSE (NUMBER/STATE)	
EMAIL	PHONE	CELL
LOCATION MANAGER	DRIVER'S LICENSE (NUMBER/STATE)	
EMAIL	PHONE	CELL

GENERAL PRODUCTION DETAILS

SCOUTING START DATE _____	SCOUTING END DATE _____
SHOOTING START DATE _____	SHOOTING END DATE _____
TITLE OF PRODUCTION _____	DIRECTOR _____
ESTIMATE MANDEVILLE 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 Mandeville, its agents, and all of its departments, 3101 East Causeway Approach, Mandeville, LA 70448*
- Execute a Hold Harmless Agreement benefiting the City of Mandeville
- City Production Meeting (Cultural Arts, Administration, Police, Fire, PW, Production Representative)
- 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 \$ _____
 - Police Detail Fee \$ _____
 - Fire Detail Fee \$ _____
 - Daily Impact Fee \$ _____
 - Water Usage Deposit \$ _____

SIGNATURE OF APPLICANT

DATE

CITY APPROVALS

CULTURAL DEVELOPMENT & EVENTS

DATE

POLICE DEPARTMENT

DATE

FIRE DEPARTMENT

DATE

MANDEVILLE MAYOR

DATE