

# FILM PERMITS

## **Payson City**

If you are interested in filming in Payson, you will need to follow the guidelines on the following page and fill out the Film Application. Mail the completed application to:

Payson City  
ATTN: Amy Hickman  
439 W. Utah Avenue  
Payson, UT 84651

Or fax it to 801-465-5228. You must give at least two weeks notice and inform all of the businesses that will be affected in the area.

If you have any questions contact Amy Hickman at 801-465-5267 or [amyh@payson.org](mailto:amyh@payson.org)

# HISTORIC DOWNTOWN FILMING GUIDELINES

Welcome to Downtown Payson, Utah. We are proud of our unique city and are flattered that you wish to come here to film your project. The following are guidelines that you will need to follow so that we can all work together. We want your project to go forward, but we must also be able to conduct business in our downtown area. By working through this list, hopefully we can accomplish both.

The attached application must be filled out and returned to the Historic Downtown Association two weeks prior to the beginning of filming.

- ❖ A minimum of two weeks notice must be given to the businesses in the downtown area. A list of the businesses and a contact person is included in this packet. Please have as much information available about the production and how it may affect their business. ( we go through a transition of businesses please contact Carolyn at 465-2634 for changes that may have been made to this list)
- ❖ If shooting schedules need to alter, please notify the downtown merchants and the affected businesses as soon as possible so that any problems can be worked out prior to filming.
- ❖ Equipment trucks need to be parked in such a manner that no business access is blocked completely to the public. This will need to be coordinated with Historic Downtown Payson prior to the trucks arriving. We will take into consideration the number of trucks involved and the length and times of the shooting when making the decision for the placement of the equipment trucks.
- ❖ Parking for crew and cast members needs to be either at the Memorial park located 2 blocks South of Historic Main Street or at the LDS church located 1 block North of Historic Main Street (prior arrangements would need to be made for either of these locations). No parking for crew or cast members will be allowed in the backside parking lots of Main Street, unless approved by property owners.
- ❖ If Main Street is going to be closed to traffic during normal business hours, compensation for each business affected by the filming will need to be arranged with each business separately.
- ❖ If your company is in need of help with traffic control or other security matters, you will need to make arrangements with the Payson City Police Department about hiring off duty officers to help with this problem.
- ❖ We understand that many filming companies have their own catering trucks. However, we would like to propose that they try to use our local businesses for any of their needs during their time here.
- ❖ In the credits at the end of the movie, we would like listed “Historic Downtown Payson, Payson, Utah” for location credit.
- ❖ A bond may be required by the downtown to cover any remaining clean up or damage repair after the location use which potentially may fall to the city. This will be determined after a review of the application and by the size and nature of the film being shot.
- ❖ Any filming that is to be done inside buildings in the downtown area will need to be negotiated with each individual business.
- ❖ Any loss of revenue that a business suffers because of a direct result of the filming will be negotiated with the film company and the individual business at the end of each day of filming. The business owner will need to show record of revenue from the previous year same day.



# Payson City

APPLICATION for FILMING

For Office Use Only:	Review Fees (15-l) \$ 50.00
Application # _____	
Application Date _____	
Development/Review Date _____	
Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>	

## GENERAL INFORMATION

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

### Permanent Address

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Applicant \_\_\_\_\_

Title \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Signature of applicant or authorized agent \_\_\_\_\_

Production Title: \_\_\_\_\_  
Production Type: \_\_\_\_\_ (commercial, TV program, video, feature film, student project, still photography, etc...)

Date(s) of filming: \_\_\_\_\_  
Times: \_\_\_\_\_ Wrap Time: \_\_\_\_\_

Location: \_\_\_\_\_

(check one) Residential  Business

Vehicles (specify number and type): \_\_\_\_\_

Personnel Numbers  
Crew \_\_\_\_\_

Extras \_\_\_\_\_

Cast \_\_\_\_\_

Special Effects  
\_\_\_\_\_ smoke/fire/other pyro

\_\_\_\_\_ falling/jumping from heights

\_\_\_\_\_ simulated weapons

\_\_\_\_\_ vehicles (describe)

\_\_\_\_\_ animals (describe)

\_\_\_\_\_ other (describe)