



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

**Film and Video Permit Form**

A permit is required for film and video commercial shoots when conducting business on public property. According to Section 140.250 of the Parkville Municipal Code, all business conducted in a City park must be permitted. If film or video are for another permitted use such as an event, this permit is not required. If you are shooting for personal use, this permit is not required. If you are shooting for an educational or similar purpose, the fee associated with this permit may be waived. This permit is necessary if you will impact others using the park, if you will impact the environment, or if you are using the space for a use that is unintended. Insurance needs will be determined upon review of the permit. The parks are only available for use during the hours of operation. Nature sanctuary shoots are only permitted near the entrance and any further into the sanctuary would constitute a disturbance of the environment. The number of participants involved must be limited to a 15-person crew; any larger requests will require approval by the Community Land and Recreation Board.

**Film and Video Permit Cost: \$25.00/day**

**Group/Applicant Name:** \_\_\_\_\_ **Date(s) Requested:** \_\_\_\_\_

**Time(s) Requested:** \_\_\_\_\_ **Number of Participants Involved:** \_\_\_\_\_

**Equipment to be Used:** \_\_\_\_\_

**Purpose/Description of Shoot:** \_\_\_\_\_

**PARK RESERVATIONS:**

Please select applicable area(s):

- English Landing Park      Specific Area(s) Requested: \_\_\_\_\_
- Platte Landing Park      Specific Area(s) Requested: \_\_\_\_\_
- Nature Sanctuary      Specific Area(s) Requested: \_\_\_\_\_

**With Shelter Reservation?**  Yes  No      **Shelter:**  RIVER  WEST  EAST  FRIENDS

\*Shelter reservations require an additional fee

**CONTACT INFORMATION:**

**Contact Person:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Address (City/State/Zip):** \_\_\_\_\_

**Daytime/Cell Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**CONDITIONS FOR USE:**

**TO PARK PATRONS:** This is your permit to use the facility/facilities that you have reserved. Keep this permit with you and present it on demand. If someone is occupying the space you reserved, you should present this permit and request they vacate the area. If they refuse to leave the reserved area, contact the Parkville Police at ( 816) 741-4454 or (816) 858-3521 to have an officer dispatched. If you do not follow these instructions, you cannot request a refund of payment. This is the only situation where a refund will be considered. NO REFUNDS will be issued if you change your mind. EXCEPTION: If the Parks Superintendent or Nature Sanctuary Director determines the condition of the park constitutes cancellation, the City will do all possible to accommodate you on an alternate date. NO PARKING on the grass. Law strictly enforced \$75.00 MINIMUM FINE.

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**FOR CITY USE ONLY:**

Amount Paid: \$\_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit Card \_\_\_\_\_ Date: \_\_\_\_\_ Received by: \_\_\_\_\_

- Filed Original  Copy to Requestor  Copy for Parks  Copy for Police  Copy with Receipt