



COMMERCIAL FILMING & PHOTOGRAPHY PERMIT APPLICATION

A Commercial Filming & Photography Permit is required for any organization or individual planning to take photos or record film for commercial purposes in the Town of Mount Pleasant. *Please note: It is the applicant's responsibility to read, understand and abide by the Town of Mount Pleasant's Film Policy Rules & Regulations. All TOMP ordinances must be adhered to in all film/photography productions.*

PERMIT PROCESS

The permit application process begins when you submit a completed Commercial Film & Photography Permit Application to the Town of Mount Pleasant. Please **review the Town of Mount Pleasant Film Policy Rules & Regulations** and **attach all required documents**. Acceptance of your application should in no way be construed as final approval or confirmation of your request.

During the application review process, you will be allowed time to provide pending documents (e.g. notification letters, consent signatures, certificate of insurance, secondary permits, etc.)

Staff in all appropriate departments will review the application and will contact you should there be any specific questions or concerns. You will be notified if your activity requires any additional information, permits, licenses, certificates or fees.

APPLICATION DEADLINE & FEES

Commercial Media Filming & Photography Permit applications are due 15 days prior to scheduled filming/photographing date(s). In some cases TOMP may be able to process applications with shorter notice; processing time depends on the complexity of the shoot as well as the thoroughness of the application. All requested attachments must be received before a permit will be issued; delays in providing supplemental information may hinder the process and our ability to approve your application in a timely manner.

TOMP understands weather limitations to filming/photographing dates and will make every effort to accommodate the need for a date change on this permit. Fees are non-refundable.

Low-Impact Filming: \$100 permit fee
Location Fee for Town-Owned Property: \$100/day

High-Impact Filming: \$250 permit fee
Location Fee for Town-Owned Property: \$500/day

COMPENSATION FOR TOWN STAFFING

Depending on the size and scope of the production, TOMP may require personnel including Police and/or Fire and/or Public Services to work the event. All Town personnel involved during the day(s) of production will be charged back to the organizing agency. The Town shall determine the number necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the organizing agency, as well as the Town.

EVENT PRIORITY

Previously scheduled Town of Mount Pleasant events and contracted rentals of Town facilities have priority in use of Town property (*permit typically not required with facility rental unless event will impact areas outside of the contracted rental space*). Special Event Permit applications are processed in order of receipt in accordance with considerations the Town Administrator uses in deciding on the issuance of a permit.

NON-DISCRIMINATION STATEMENT

The Town of Mount Pleasant does not discriminate on the basis of race, color, national origin, sex, religion, disability status or age in provision of services.



COMMERCIAL FILM/PHOTOGRAPHY PERMIT

Date(s): _____ Time: _____

Location/Address: _____

Project Name: _____

Applicant Name: _____ Company: _____

Mailing Address: _____

Work Phone: _____ Fax: _____ Mobile: _____

Email(s): _____

Description:

Impact: High ___ Low ___ Estimated # of people involved in the shoot: _____

CHECK THE FOLLOWING ITEMS THAT WILL BE ELEMENTS OF YOUR SHOOT:

TOMP does not provide tents, trash cans, tables, chairs, barricades or other equipment. There is **NO public water/power source** available at Town-owned property. TOMP may deny the use of elements that have the potential to damage property or park grounds, or may require additional insurance naming the TOMP as additional insured. Attach more details as needed.

___ Road Closures/Barricades ___ Amplified Sound* ___ Live Music ___ Tents or Canopies
___ Signs and Banners ___ Other: _____

Section 116.02(B) of the Mount Pleasant Code of Ordinances states that normally any special event permit involving loudspeakers or amplified music systems will not be allowed after 7:00 p.m. on weekdays and 9:00 p.m. on Fridays and Saturdays.

NOTIFICATION TO IMPACTED RESIDENTS AND BUSINESSES:

Productions that impact TOMP residents or businesses require notification of neighborhoods/HOAs, company representatives, etc. by letter/email; see film/photo policy for details. **Attach notification letter/email, a list of impacted neighbors and businesses, and their responses or signatures indicating consent to this application (email replies are acceptable).** Notices must reflect the date, times, locations and types of activities taking place during the shoot. Include TOMP contact information in case anyone has questions or concerns: eventpermits@tompsc.com and 843.416.7877.

SITE PLAN:

Attach a site plan including any impacted roads, barricade placement, locations included in the shoot, etc.

I understand that an electronic signature has the same legal effect and can be enforced the same way as a written signature. By checking this box and typing my name below, I am electronically signing my application.

Applicant Signature

Application Submission Date

<p>Application Approval (<i>TOMP Office Use Only</i>)</p> <hr/> <p>Signature of Assistant Town Administrator</p> <p>Comments and Special Conditions:</p>
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Town of Mount Pleasant, SC
COMMERCIAL MEDIA FILMING & PHOTOGRAPHY
PERMIT APPLICATION



Checklist, Application and Payment Submission Information

If you do not have all the applicable attachments listed below, submit your application and send copies as soon as they are available.

All of the following **applicable** attachments must be included with your Special Event Permit Application before the Town will process the request:

1. All information completely filled out.
2. Notification Letters to affected neighbors and businesses, including any affected by parking lot or road closures. Include replies/signatures as needed per the TOMP Commercial Film Policy Rules & Regulations.
3. Site plan.
4. Certificate of Insurance specifically identifying **Town of Mount Pleasant, 100 Ann Edwards Lane, Mount Pleasant, SC 29464** as additional insured. Description must include event name, date, time and address of filming location.
5. **Pay for permit online at:** ExperienceMountPleasant.com/forms/Special-Event-Permit/
Permits are not issued until receipt of payment.

Applicant is solely responsible for obtaining all **applicable** licenses and permits, such as a Mount Pleasant Business License, any necessary road closure permissions from the SC Department of Transportation, etc.

Submit application by emailing EventPermits@tompsc.com. Please attach to this email any necessary files (*applications are only processed once payment is received*).

Please do not drop your application off at Town Hall. If you cannot fill out electronically and submit via email, please drop off or mail the paper copy to the RL Jones Center at 391 Egypt Road.

After your application has been reviewed you will be notified if the Town requires any additional information in order to complete your permit.

Remember that receipt of your application should in no way be construed as final approval or confirmation of your request.

Please note, if you fail to abide by all Town Ordinances and any Special Conditions noted on this event permit, future permit applications may be denied.