

Weymouth Board of Licensing Commissioners

Film Location Request Form

Submit to: Department of Municipal Licenses & Inspections
Weymouth Town Hall
75 Middle Street
Weymouth, MA 02189

781-340-5004
781-335-3283 (fax)

Please fill in as much information as possible to provide adequate data to better understand your request. If additional lines are needed please attach another sheet to this request form. *All inquiries remain confidential until required permits are filed.*

Projection Title: _____

Please provide a summary of the film: _____

Production Company: _____

Producer: _____ Director: _____

Main Project Contact: _____ Cell: _____

Address: _____ City: _____ State: _____

Phone #: _____ E-mail: _____

Site Location, (parcel or street / public or private): _____

Timeframe of Project: From: _____ to: _____ (Day/Month/Year)

Prep Days/Times: _____

Shoot Days/Times: _____

Number of Crew: _____ Cast: _____ Extras: _____ Total: _____

Number of Vehicles / Equipment: _____

Will you require street closings? _____ Where: _____

If so, start time: _____ end time: _____ (notify Police & Fire Departments)

Also, include map and identify landmarks or nearest intersecting points needing closure:

Will you be building, wiring, or plumbing temporary or portable sets? Yes: ____ No ____ (If, yes, see Building)

If Yes: Describe the nature of the construction:

Will you require the use of any public space or buildings? Yes ____ No ____

If yes, please describe: _____

Amplified music? Y / N

Use of electricity? Y / N

Will there be food? Y / N

Will there be vendors? Y / N

Use of tents? Y / N

Use of Town building? Y / N

Use of playing fields? Y / N Location(s):

Use of Town Park: Y / N Location(s):

Do you wish to block public parking spaces? Y / N

Signature of Applicant: _____ **Date:** _____

COMMENTS & CONDITIONS

POLICE	
FIRE	
PARKS & RECREATION	
DEPT. OF PUBLIC WORKS	
BUILDING	
HEALTH	

- A **certificate of liability insurance** with the Town of Weymouth named, as an Additional Insured is required.
- **FINAL APPROVAL** of your film request is not granted unless all comments and conditions listed above have been met AND insurance certificate has been provided.
- **Please Note:** Inspections may be conducted the day of filming, please ensure you are in compliance with conditions/comments above or your event may be in jeopardy.

BOARD OF LICENSING COMMISSIONERS FINAL APPROVAL	
MAYOR FINAL APPROVAL	

Please have on hand during filming.