

*Dear Film and/or Music Production Company,*

*On behalf of the Muskegon City Commission, City of Muskegon staff and the Citizens of Muskegon, I would like to welcome you to our City for your filming and production needs. The City of Muskegon has nearly every location you may need for filming, including Lake Michigan, Muskegon Lake, beaches, sand dunes, an urban downtown, bike/pedestrian trails, residential neighborhoods, industrial buildings, schools, parks and much, much more.*

*As City staff, we are here to work with you on your production needs. The following “Film & Music Events Policy” is intended to assist in that process.*

*In developing the Policy, our aim was to keep it as broad as possible, since we know your needs can change quickly from day to day (and sometimes minute to minute!) Therefore, we have outlined procedures, such as “community notification”, that are flexible, depending on your requirements and the interests of the City.*

*In order to ensure a smooth process for both you and the City, I encourage you to first meet with our staff to determine your needs and the possible costs, permit and notification needs. It may be that these needs are minimal to non-existent, or they may be more complicated, depending on the individual film and/or production.*

*We look forward to working with you in the City of Muskegon.*

*Sincerely,*

*Cathy Brubaker-Clarke  
Director of Community & Economic Development*

## City of Muskegon Film & Music Events Policy

*“We welcome you to the City of Muskegon for your filming and recording event needs!”*

Muskegon is a city of natural beauty and urban vitality. Filming opportunities are virtually limitless. From the miles of public beaches to the revitalized downtown, to urban- and suburban-type neighborhoods and extensive parks and public lands, Muskegon offers you the locations you need to make your film or recording event a success.

The Film, Music and Special Events Liaison is the Director of Community & Economic Development of the City of Muskegon. We are committed to providing you with information and resources to help you with your filming and recording needs. The permitting process is the best way to achieve this. Permits are required for all film, music and event activities.\* Here are the ways we can assist:

- Film Permit cost is \$50.00\*\*
- Use of City property, including parks, City facilities, and grounds as part of the permit fee (providing no additional services, such as street closures, are requested)
- Planning meeting with affected City departments to strategize for coordination between the film crew and the City staff
- Streamlined permit process and costs

Please call the Director of Community & Economic Development of the City of Muskegon as soon as you determine you will be working in Muskegon. The more lead time given, the better we can serve you. The permit application needs to be completed no later than 10 days before your first day of work.

\* Exemptions from permits exist for the following production activities: 1) The filming, videotaping or other production of current news which includes reporters, photographers and camera persons employed by a newspaper, news service, cable or broadcasting station or similar entity engaged in news events, and 2) The filming, videotaping or other productions solely for one’s private, family use.

\*\* Exemptions from permit fee requirements (still required to complete a permit application) are available: 1) When filming, videotaping or other types of productions for a charitable purpose or from which no profit is derived either directly or indirectly; 2) When filming, videotaping or other types of productions for a current class assignment. Students must provide written documentation by school or professor, as well as a current student identification to qualify for the exemption.

## FILM & MUSIC EVENTS CONTACT

Film, Music and Special Events Liaison:  
Director of Community & Economic Development- 231-724-6702

## **REQUIREMENTS FOR FILMING**

### INSURANCE COVERAGE

In order to obtain a City permit, you must provide proof of liability insurance including the following coverage and language:

- The **City of Muskegon** shall be named as an “Additional Insured” under policy with respect to permits issued by the City. The Address is City of Muskegon, 933 Terrace St., P.O. Box 536, Muskegon, MI 49443-0536.
- General Liability: \$1 million Bodily Injury and Property Damage combined.
- Automobile Liability: \$1 million Bodily Injury and Property Damage combined.
- Use of explosives: \$2 million Bodily Injury and Property Damage combined.

The City of Muskegon shall be given 20 days notice of any change, cancellation, expiration or renewal of the policy. Only one certificate of insurance is required by the City for your filming operation. It will cover all City Departments. Please notify us at 231-724-6702.

### SAMPLE CERTIFICATE OF LIABILITY INSURANCE

### COMMUNITY NOTIFICATION

- The City welcomes you and your film crew in Muskegon. We also want our residents to feel the same way. It is important to properly notify any residents and/or businesses that may be affected by the filming. When filming on private property, an applicant shall obtain the property owner’s signature prior to the granting of a permit. Additionally, the applicant may be required to provide advance notice and/or gain approvals from all appropriate residents and homeowners associations located near the proposed film permit activity as determined by the Director of Community & Economic Development.

## MASTER FILM PERMIT FEES

Most Productions:

- \$50.00 Film Permit Fee

### THE PERMIT FEES INCLUDE:

- The use of City property, including parks, exterior spaces, and other City facilities.
- Street Closure Permits (not barricade costs)
- All City of Muskegon costs associated with issuing and overseeing the Master Film Permit and it's components
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## FILMING IN MUSKEGON

### *ADVANCE NOTICE*

Most permits can be issued very quickly. Film permits that involve coordination with several different agencies or jurisdictions take more time. Your filming needs may vary from the very simple to the very complex. We need 10 days notice of your intent to film in Muskegon to begin the process. The more complex the project, the more lead time is necessary. \* **The City of Muskegon reserves the right to make the final determination on the approval of the permit, based on the specific requests and filming content.**

### *MASTER FILM PERMIT*

Before your initial meeting and/or conversation with the Director of Community & Economic Development, you may want to go to our website, [www.shorelinecity.com](http://www.shorelinecity.com) and find the Master Film Permit Application. This form, after approval, will become your Film Permit. A copy of the Film Permit must be kept at the film site at all times. Another copy must be given to the lead police officer upon arrival at the site.

### *SEASONAL RESTRICTIONS*

There will be no shooting allowed downtown during certain summer events (contact the Director of Community & Economic Development for details) unless special arrangements are made and agreed to by the City.

*PARKING, STREET CLOSURES, BARRICADES, ETC.*

Details regarding specific needs for the film or music crew must be included on the permit. The individual departments dealing with these issues will work with you, after notification by the Director of Community & Economic Development. If you find additional needs after the filming has started, work through the Director of Community & Economic Development, and s/he will contact other relevant departments to work with you.

*HOURS OF FILMING*

Filming is limited to the hours of 7 a.m. to 10 p.m. weekdays and 9 a.m. to 10 p.m. on weekends. This applies to the arrival and departure of cast, crew and equipment, as well as actual filming. In some instances, if advance written approval is obtained from the majority (80%) of the residents affected, the Director of Community & Economic Development may grant an extension.

**MUSKEGON PUBLIC SAFETY**

In Muskegon, public safety services encompass the police, fire and inspections departments. The Director of Public Safety (or his/her designee) will be contacted by the Director of Community & Economic Development regarding any film permit application. The Director of Public Safety shall determine if any public safety services are necessary, including whether or not police officers or fire inspectors should be assigned to be on site during filming or production activities, as well as any fees to be charged. All fees associated with public safety services have been per-determined by the City Commission and have taken into account collective bargaining agreements. These fees are in addition to any other fees assessed by the City.

Director of Public Safety  
Muskegon Police Department  
PHONE 231-724-6750

*SPECIAL EFFECTS*

Special effects, including gunfire, explosions, cars or people repelling (off dunes, buildings, etc.), helicopter flying, etc. are generally not permitted by the City. However, on rare occasions the City may grant permission with specific restrictions, pending approval by selected residents and/or homeowners associations. Special effects will require an additional permit.

## LEISURE SERVICES AND PARKS DEPARTMENTS

### *ADVANCE NOTICE*

User should call the Director of Community & Economic Development (“Director”) as far in advance as possible. The “Director” will coordinate with the Leisure Services and Parks Department to schedule your shoot.

If you are using any of the parks and/or beaches (particularly if you need an area sectioned off where the public is not allowed during filming), there may be a need for park rangers to assist. Park rangers will ensure that your filming takes place undisturbed, as well assist with public relations to help the public understand why they cannot enter a certain area during filming. The cost for park rangers is not included in the permit fee. Park rangers are only available during the summer months.

Depending upon the extent of activities and time of year, formal approval and issuance of the permit may take from two days to two weeks. Please plan accordingly. Proof of liability insurance will be required prior to issuance of final permit.

### *FEES*

Use of the buildings and property is included in the Master Film Permit fees; however, it does not include charges for utilities, water hook-up or staff costs.

## OTHER RESTRICTIONS

- **WEAPONS.** The use of weapons (real or simulated) in a public place, or in view of the public, will require the presence of at least one Muskegon Police Officer on site.
- There are other times during the year that filming and parking restrictions may apply in various parts of the City. Restrictions may apply during summer festivals and other various events; around certain construction projects, or during large conventions or sporting events. The Director of Community & Economic Development will inform you of any potential restrictions during your planned filming period.
- If there is substantial disruption (particularly parking), the neighborhood and/or business district needs to be informed at least one week in advance.