

**Borough of Marcus Hook**  
1111 Market Street  
Marcus Hook, PA 19061  
610-485-1341  
610-485-9767 (Fax)

**BOROUGH OF MARCUS HOOK**  
**T.V., FILM AND VIDEO PRODUCTION AND SPECIAL EVENT**  
**PERMIT APPLICATION**

**SECTION 1: GENERAL INFORMATION**

Name of the Production: \_\_\_\_\_

Name/Address of the Production Company: \_\_\_\_\_

Production coordinator/contact: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

On-site contact, day of shoot: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Purpose/Content of the production: \_\_\_\_\_

Specific Locations (s) requested (Complete on a separate sheet if necessary): \_\_\_\_\_

Date(s) of production: \_\_\_\_\_

Set up date/time: \_\_\_\_\_ Breakdown date/time: \_\_\_\_\_

Hours of production: \_\_\_\_\_

Alternate date(s): \_\_\_\_\_

Estimated number of people on set (actors, crew, etc.): \_\_\_\_\_

**SECTION 2:**

**ADDITIONAL INFORMATION**

Will you require road closure and/or a lane restriction? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*If yes, approval from the Chief of Police is required for Borough Roads and PennDOT approval is required for State Roads. Please indicate if Borough or State Road, and provide approval from Chief of Police or PennDOT.

Do you anticipate traffic interruptions? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*Please submit a description of anticipated interruption and mitigation measures on a separate piece of paper.

How will parking be handled? \_\_\_\_\_

\*Please provide on a separate sheet of paper, details regarding the parking requirements for this production. Please also provide a parking plan to demonstrate where parking will be located and detailing the amount of parking spaces needed.

Will you require Police assistance/traffic control? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*If Police assistance is required you will have to execute a Special Duty Agreement with the Borough of Marcus Hook.

Will you be using amplified sound? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*NOTE: Amplified sound is subject to Marcus Hook Zoning Ordinance, Section 196-196. Please list date(s) and hour(s) of amplified sound use: \_\_\_\_\_

Will temporary structure be used? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*Is it prefabricated? \_\_\_\_\_ Yes \_\_\_\_\_ No -OR- Built on site \_\_\_\_\_ Yes \_\_\_\_\_ No

Will any alterations be made to the land or landscaping? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*If yes, please describe:

\*Please note that additional permits may be required.

Will Canopies or tents be erected? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*If yes, please describe quantity: \_\_\_\_\_ Size(s): \_\_\_\_\_ Total Sq. Feet: \_\_\_\_\_

\*NOTE: Tents or canopies require a Zoning permit from the Borough and will require an inspection.

Do you intend to serve food? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*If yes, please provide appropriate approval documentation from the Delaware County Health Department.

\*Please provide vendor names: \_\_\_\_\_

Do you intend to serve alcoholic beverages? \_\_\_\_\_ Yes \_\_\_\_\_ No

**SECTION 3: MISCELLANEOUS**

- A copy of the permit must always remain on-site.
- The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes and any medical needs for the production at the applicant’s sole cost and expense.
- Failure to adequately provide such amenities for productions lasting longer than one (1) day could result in the production applicant(s) or coordinator(s) inability to hold future productions in the Borough or the cease and desist of the production.
- Retail merchandise is not permitted to be sold at any time.
- Permit cancellations must be made in writing to the Borough. Please note, permit fees will not be refunded.

**SECTION 4: COMPLETE SIGN AND DATE**

By signing and submitting this TV, Film and Video Production Permit Application the Company/Organization, Authorized Signer, and Property Owner agree to indemnify, defend and hold harmless the Borough of Marcus Hook, Borough Officials, Employees and agents from any and all losses, costs (Including, but not limited to litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by the Company/Organizations act, omission, negligence or fault, or the act or omission or negligence or fault of the Company/Organizations’ agents, subcontractors, suppliers, employees or servants in connection with the Permit.

Property Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner’s Printed Name \_\_\_\_\_

Authorized Signer (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Authorize Signer (Printed Name): \_\_\_\_\_

Authorized Signer’s Job Title: \_\_\_\_\_

Company/Organization of Authorize Signer \_\_\_\_\_

\_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_

Permit Fee: \_\_\_\_\_ (\$150)

Late Fee: \_\_\_\_\_ (If applicable \$) (\$50)

Road Closure Fee/Per Day/Per Street \_\_\_\_\_ (\$500)

**Total Amount Paid:** \_\_\_\_\_

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_