



Town of Acton, MA
Filming and Photography Information and Permit Form

GENERAL INFORMATION

Filming and Photography Productions

Acton welcomes filming and photography productions of all sizes and scopes. Our Town includes an array of open and natural spaces including parks, conservation lands and trails. Additionally, our Town has a variety of neighborhoods, many styles of architecture and interesting business storefronts. Come shoot your production in our gorgeous, quintessential New England Town.

Location Scouting

Our spaces can be explored independently or with a representative from the Economic Development Office.

Permit

- We are happy to work with crews on an individual basis to ensure all needs are met including:
- Permit Application
- Crew and Talent Parking
- Basecamp Location
- Application for Police Details when traffic or roads would be interrupted
- Day and Night Shoot Logistics

Additional Information

- Please note that we do not charge a permitting fee for Student Productions; however, if there is a chance that the production will impact traffic, sidewalks or the roads, the Town must be notified via submission of this form for safety precaution planning.
- When Police or other details are required, the Production Company will be responsible for the costs associated with the detail.
- Permit fees are not refundable when the Economic Development Office has completed a review of the permit application.
- All production companies are required to obtain a Certificate of Insurance (COI) with a minimum of \$1,000,000 in coverage. The COI must list the Town of Acton as a certificate holder and must be given to the Town Manager's Office before production can begin. Depending on the complexity of the film, additional vehicles, workers' compensation, and general liability coverage may be required. Additionally, the Town may require the following depending on the complexity of the film production:
 - Security Bond
 - Police Details
 - Fire Details

Production Fee Schedule

Item	Fee
Small/Independent Professional Production	\$100

Large Professional Production	\$250
Student Production	\$0

Submittal Instructions

Submit your film permit application form a minimum of 21 days in advance of when you would like to start filming. Along with your permit application, include your permit fee payment and a copy of the COI. If you have not yet secured a location for the film, you can submit your COI after you have confirmed your location.

After you submit this form, the Economic Development Director will contact you to schedule a meeting to learn about the production and then will coordinate contact with all applicable Town departments.

Submit Forms to:

Economic Development Office
c/o Town Manager's Office
472 Main Street
Acton, MA 01720
978-929-6611
economicdevelopment@actonma.gov



**Town of Acton, MA
Filming and Photography Information and Permit Form**

General Permit

Production Title: _____

Production Type (circle): Commercial; PSA; Documentary; Feature; Industrial Video; Music Video; Special Event; Still Photo; Student; Miscellaneous; Other (if other, please explain) _____

Production Company Information

Company Name: _____

Phone: _____

Email: _____

Street: _____

City: _____

State: _____

Zip Code: _____

Insured Company Information

Company Name: _____

Phone: _____

Email: _____

Street: _____

City: _____

State: _____

Zip Code: _____

Location Manager

Name: _____

Cell: _____

Office: _____

E-mail: _____

Producer: _____

1st AD: _____

Location Assistant

Name: _____

Cell: _____

Office: _____

E-mail: _____

Director: _____

Production Manager: _____

Filming Information Location Checklist (Please use additional copies for each location as needed)

Location Description

Type of location: Open: _____ Closed: _____

Address: _____

Prep Date(s) & Time(s): _____

Filming Date(s) & Time(s): _____

Strike Date(s) & Time(s): _____

Hold Date(s) & Time(s): _____

Equipment on Location					
Type	Quantity	Type	Quantity	Type	Quantity
5 or 10 Ton Trucks		Beebe Light/Night Sun		Camera Cars	
Cast/Crew Vehicles		Condors*		Cranes	
Cube Trucks		Generator		Honey Wagons	
Motor Homes		Picture Vehicles		Portable Restrooms	
Process Trailer		Scissor Lifts		Semi-Trucks	
Stakebed Trucks		Vans		Drone	
Bus		Food Truck			

*Condor = Aerial work platforms

Personnel on Location

Type	Quantity	Where are extras holding?
Audience Members		
Cast		
Crew		
Extras		

Special Effects Activities:

Gunfire

Shot Type	Load Type	# Takes Per Day	# Times Per Take	Gunfire Description
Automatic				
Semi Auto				
Single Shot				
Non-Gun				

Other Special Effects

Type	# Takes Per Day	# Times Per Take	Description of F/X scene
Breaking Glass			
Bullets/Squib Hits			
Bum Barrels			
Car Explosion			
Dust Hits			
Explosion			
Fire Ball			
Fire Bars			
Fire Effects			
Sparks			
Other			

Base Camp/Crew ParkingBase Camp

Location Type: _____

Address: _____

Crew Parking

Location Type: _____

Address: _____

Posted Parking/Closures

Posting "No Parking" signs: please indicate which side of the street: N/S-north side, E/S-east side, S/S-south side, W/S-west side, B/S-both sides

MA Film Office

Please describe whether you've worked with the MA Film Office before or any other state Film Offices and whether your company is in good standing.

I am aware that the business for which I am seeking this Permit may be subject to local regulations and that the issuance of this Permit does not document compliance with any of those regulations, nor does it in any manner waive the Town of Acton's ability to enforce those regulations on the business which is the subject of this Permit. It is my obligation to ensure that the business for which this Permit is sought meets all required local and state approvals prior to conducting any business in Town.

Signature: _____ Date: _____



Town of Acton FILM PERMIT

Production Title: _____

Production Company Name: _____

Production Company Point of Contact who is on site for filming: _____

On site point of contact email: _____ On site point of contact cell phone: _____

(Below the line is to be completed by Town Officials)

NOTIFICATION AND SIGNATURE APPROVAL OF TOWN DEPARTMENTS

Each Department aims to be helpful to all applicants, however, by signing below, it does not in any manner guarantee that all necessary information was provided at this time to the Applicant(s) in order to ensure lawful business operation at this location. Bylaws, rules and regulations are available in person at Town Hall or online.

1. Building Department

Signed: _____ Date: _____

2. Health Department

Signed: _____ Date: _____

3. Fire Department

Signed: _____ Date: _____

4. Police Department

Signed: _____ Date: _____

5. Town Manager

Signed: _____ Date: _____

6. Zoning Enforcement Officer

Signed: _____ Date: _____

Permit Issue Date: _____

Permit Issuing Office: Economic Development Office

Signed: _____ Date: _____