



City of Newport

Newport Film Protocol

The City of Newport supports the arts and will do its best to negotiate film, photograph and television production logistics. At the same time, production companies are required to review and respect City ordinances and regulations (fire, noise, parking and traffic, alcohol, productions and use of bright lighting after dark and general nuisances). See <http://municipalcodes.lexisnexis.com/codes/newportri> for specific information. Newport is a city of neighborhoods, so please respect the quality of life of our residents.

Permits which may be required include: Street/Sidewalk Closing Permit; Reserved Parking/No Parking Permit; or Special Events Permit (for any work done in City parks). Screen credit to the City of Newport is assumed. Early coordination is the key to accommodating the particular needs of your production, so please provide as much notice as possible. If additional lines are needed please attach another sheet to this request form.

Please complete the following questionnaire and forward in a timely manner to: Erin Mulligan at emulligan@cityofnewport.com or fax at (401) 845-5447. Ms. Mulligan can be reached at (401) 845-5414 for any additional questions.

- If you are planning to use any of the City parks please submit the Park Use Agreement with the Newport Film Protocol form.
- A certificate of liability insurance of at least \$1,000,000 with the City of Newport (43 Broadway, Newport, RI 02840) named as the additional insured is required.

Today's Date: _____

Name of Person Completing Form: _____

Production Company

Name: _____

Address: _____

Phone: _____

Principal contact(s): _____

Cell, Office Phone and email: _____

Federal ID: _____

Additional Information: _____

Project

Project Name: _____
Film, photo shoot, or television _____
Story line: _____

Crew size: _____
Cast size: _____
Principal talent(s): _____
Vehicles/Equipment: _____

City Facilities Requested

City Streets, reserved parking spaces: _____

Street/Sidewalk Closing Permit: _____

Reserve Parking/No Parking Permit: _____

Cliff Walk: _____

Easton's Beach: _____

Harbor: _____

City parks: (Special Events Permit may be required): _____

Other: _____

City Services Required (OFFICE USE ONLY)

Police/traffic control: _____
Harbormaster: _____
Fire: _____
Zoning: _____
Public Works: _____
Other: _____

Project Itinerary (be specific):

Date	Time	Locations	Special Conditions
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____