



Magens Bay Authority

MBA Parks • *Magens Bay Beach* • *Smith Bay Beach* • *Drakes Seat*

P.O. Box 10583 St. Thomas, U.S. Virgin Islands 00801

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Magens Bay Authority Parks and Beaches

Application for Special Use Permit

Commercial Filming/Still Photography

This application is a request that seeks permission to conduct special activity in the park.

The information provided by the applicant is used to determine whether a permit will be issued. Send the completed application along with the application (Application fee may be waived) in the form of a cashier's check or money order made payable to Magens Bay Authority, to the address above.

Please allow sufficient time for the park to process your request. You may contact the Magens Bay Authority (MBA) for assistance in completing this form. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the Magens Bay Authority as also insured.

If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the park for final approval by the Magens Bay Authority General Manager.

Typically advance notice of at least two weeks before beginning a shoot in the Parks premises is required. The Authority may be able to accommodate requests less than two weeks on a case-by-case basis. All filming must be supervised by the appropriate Authority's Management staff. Filming during public hours will be subject to approval based on the park's occupancy and availability. Commercial filming must not inhibit or impede with the visitor experience. Commercial filming and photography may take place after hours as well as during public hours, depending on the scope of the shoot. Filming may not commence during scheduled night events. Filming which takes place during public hours may be subject to additional charges.

Application for Permit is: Approved Disapproved

(As per Magens Bay Authority Permit Information fact sheet)

General Manager _____

Date: _____

Magens Bay Authority

Please supply the information requested below. Attach additional sheets, if necessary, to provide required information. A nonrefundable processing fee of \$50.00 is required when submitting the application (may be waived on a case by case basis).

A Tax ID number is required :

Applicant Name : _____

Applicant Company : _____

Tax ID no. : _____

Street/Address : _____

City/State/Zip Code : _____

Telephone no.: _____

Contact name : _____

Cell phone no. : _____

Fax no: _____

Email: _____

Project name: _____

Telephone no.: _____

Location manager: _____

Cell phone no. : _____

Email : _____

TYPE OF PROJECT:

Stills, editorial Stills, advertising Stills, other Stock photo/video/film Feature Film /TV
Movie TV Series/Pilot Documentary/Travelogue Commercial Music Video
Infomercial Industrial Public Service Announcement

Other, explain

Will there be sound recording Yes No Night work No Yes, explain Detailed description
of on-site activities

Detailed description of onsite activities: *(attach additional pages as necessary)*

LOCATION SCHEDULE:

Each date and each location must have an individual entry – use additional pages as necessary.

DATE _____

LOCATION _____

Activity:

Set-Up/ Film /- Start Time _____

Non-Filming /Breakdown- End Time _____

Number of Cast and Crew _____ (Number in this line should include all individuals present at the location).

How will individuals with access to the site be identified. (Identification tags are recommended).

Do you intend to utilize talent. Yes No

(Talent comprises anyone in front of the camera and includes, but is not limited to, actors, hosts, correspondents, presenters, park visitors, cooperators, volunteers, and concessioner staff, etc).

If yes, provide a full description of who they are and how they will be utilized:

Description of equipment including Backdrops, Sets, Props, etc., to be added to or constructed at Magens Bay Authority Parks:

ELECTRICAL REQUIREMENTS: (explain)

Generator(s): No Yes, quantity _____ size _____ Lighting: None Reflectors only. Yes Explain: _____

Road Use: Date/time: _____

Road closure requested. No Yes

Driving shots Drive-bys Tow shots Drive-ups & Away Wet down road

Camera/Equipment on Road/Shoulder Camera/Equipment on Beach

Other (explain) _____

CAMERAS and Equipment (check all that apply)

Hand Tripod Dolly Dolly with/Track Footage Crane or Jib Arm

Arm Footage Portable Crane Car Mount Camera Car, Shot Maker, or process Trailer

OPERATIONAL INFORMATION:

Vehicles:

Number of Cars, SUVs or light pick-up trucks _____

Number of Vehicles greater than a 10,000 lbs. (class 3 or higher) _____

NOTE: Large or oversized vehicles may not be able to be accommodated or additional steps may need to be taken to ensure that no damage to park resource occurs.

BASE CAMP LOCATION: (attach diagram):

SPECIAL ACTIVITIES

INVOLVEMENT OF MINORS:

Children: None Yes Number of Children Age Range _____

LIVESTOCK and/or TRAINED ANIMALS:

Number and type of animal: _____

Manner of transportation: _____

Staging/Corralling needs (attach plan if necessary):

AIRCRAFT: No Yes (explain)

NOTE: All aircraft use over Park Lands should be listed. Landings must be specifically requested and approved as a condition of your permit.

SPECIAL EFFECTS (including weapons, pyrotechnics, etc): No Yes (identify)

Effects Technician Name: and Phone no. _____

License no. (if applicable) _____ Permit no. (if applicable) _____

STUNTS: No Yes (explain)

Coordinator _____ Phone no. _____ Email _____

Any other unusual or hazardous activities. No Yes

(explain)

Have you physically visited the requested area. YES NO

When answering yes to any of the following questions, provide additional information:

Do you have, or are you applying for, a permit with another Federal, or local agency for this activity

YES NO

Have you had previous permits from the Magens Bay Authority. YES NO

Have you ever been denied a permit or had a permit revoked. YES NO

Have you forfeited a bond or other security for filming on other Properties. YES NO

Are there any pending investigations against you which involve a commercial filming activities or permitting. YES NO

The Magens Bay Authority may issue a public announcement if the park's location is to be closed to the public for long daily periods.

Do you plan to advertise or issue a press release about this activity. YES NO

Do you anticipate any security concerns. If yes, explain. YES NO

You are encouraged to attach additional pages with information useful in evaluating your permit request including: Story Boards or Scripts, Set Construction, Parking Plan, Security plans, Sanitary facilities, Crowd control, Emergency medical plan, off-road activity, trail use, use of any building and site clean-up.

PROJECT ADMINISTRATION:

Are you applying for this permit on behalf of another person or company. YES NO

If yes, provide a full description (including contact information) of all other individuals/companies involved with this project (attach additional sheets if needed):

CONTACTS:

Person on location responsible for adherence to all terms & conditions of the permit:

Name: _____ Title: _____

Phone: _____ Cell Phone: _____ Email: _____

Person on location responsible for coordinating activities with the Magens Bay Authority:

Name: _____ Title: _____

Phone: _____ Cell Phone: _____ Email: _____

Person at the company office to contact for follow up information and billing:

Name: _____ Title: _____ Phone: _____

Email: _____

I hereby state that the above information given is complete and correct, and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant/production company and the project described above.

Signature: _____ Title: _____

Date: _____

Company Name: _____

Method of payment:

Personal Check Certified Check Money Order Cashier's Check

Notice to Applicants making Payment by Personal Check: When you provide a check as payment,

Credit Cards are not accepted by MBA at present time.

Name as it appears on the card (print clearly): _____

(Circle One): VISA. MasterCard. Discover Card. American Express

No. _____ Exp. ____ / ____ Security Code _____ (Month/Year) _____

Total Amount Authorized: \$ _____

you authorize us to use information from your check to verify fund availability.

NOTICES:

In accordance with The Privacy Act of 1974 (5 U.S.C. 552a). This information is being requested so that the Authority may make a value decision on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the Mogens Bay Authority). Information from the application may be transferred to appropriate Federal, State, and local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

All applicable parts of the form must be completed in order for your request to be considered.