



City & County of Honolulu

Office of the Mayor ~ Honolulu Film Office

530 S. King Street, Suite 306 • Honolulu HI 96813

808 768-6100 Fax 808 768-6102 • info@filmhonolulu.com • filmhonolulu.com

EMAIL ALL .doc FILE ATTACHMENTS TO:

info@filmhonolulu.com -- AND --

FAX with signature to: 808 768 6102

FR: _____

Fax: _____

of pages sent: _____

Film Office Use Only

Routed to: _____

Pages sent: _____

Comments: _____

RETURN TO: Honolulu Film Office via fax
768-6102 or email: info@filmhonolulu.com

FILM PERMIT APPLICATION FORM

To expedite the permitting process, this form may be emailed but can NOT be finalized without a signature (digital typeface is NOT acceptable)

1. General Information Section:

Press TAB to move between fields and check boxes to enter data

= Point and Click to select = Enter text to complete

1a. Company: _____

1b. Project: _____

1c. Representative: _____ Title: _____

1d. Phone: _____ Fax: _____ Cell: _____

1e. Company Website: _____ Applicant Email: _____

1f. Street Address: _____

City: _____ State: _____ Zipcode: _____ Country: _____

Local Address or Hotel (same as above): _____

1g. On-site Contact Name: _____ Cell: _____

1h. Producer: _____ Director: _____ Prod Mgr: _____

2. Project Information Section (please point and click on boxes to select):

2a. Type: Feature Commercial Hawaii-based TV Series TV-special or special episode(s) Documentary
 Short film Print MOW Travel show Industrial or Corporate student film Music Video Misc

2b. Format: 16mm 35mm 70mm film Videotape DV HD Still photography film Still-digital

2c. Budget: Total: _____ Oahu Spend: _____ # HI Employees: _____ # Oahu Shoot Days: _____

2d. Classification: News/Editorial Documentary Promotional Education (not for sale) PSA – informational only None
If 'None' is selected, please mark Activity Level and Qualifying Criteria below:

2e. Activity Level: 1 2 3 Qualifying Criteria: A B C D E (See Fee Schedule Page for selection details)

Continued... Please go to '3. Location Detail Section' (Use SAVE AS to preserve blank form)

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4. Payment Information:

Issued subject to departmental conditions, attached conditions and information listed on Location Detail Section page(s). Failure to comply may result in immediate revocation of permit. VALID FOR SITES APPROVED IN LOCATION DETAIL SECTION(S) ATTACHED.

Date Issued			
CATEGORY	AMOUNT	UNIT	Subtotals
Fee			
Attendant			
Other			
Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check – #:		TOTAL	
By:	Fees paid on Permit #		

Please make checks payable to: City & County of Honolulu

3. Location Detail Section: = Point and Click to make selection; = Enter text to complete

Press **TAB** to move forward between fields to enter data. Press **SHIFT+TAB** to move back. Use **SAVE AS** to preserve blank form.
EMAIL ALL .doc FILE ATTACHMENTS TO film office at: info@filmhonolulu.com - AND - FAX with signature to: 808 768 6102

3a.	Company:	Project:
	Contact:	Cell:

3b. **Location(s):** All locations must have identical details for 3c – 3h to be used on 1 page – If not, please use one page per location.

Open & Accessible Sites: <input type="checkbox"/> Park/Beaches <input type="checkbox"/> Sidewalks/Scenic Overlooks (Must meet Pre-approved Guidelines to issue)	
L1:	L2:
L3:	L4:
L5:	L6:

3c. Size:	Crew:	Cast:	Extras:	Total cast and crew on site:
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3d. **Describe Prep, Shoot & Wrap details and Weather days info** (list # of added descriptive pages and/or maps attached:)

Prep	Date(s):	Times(s):
Please describe:		
Shoot	Date(s):	Times(s):
Please describe:		
Wrap	Date(s):	Times(s):
Please describe:		

3e-h. **Describe Equipment & Vehicles to be used on location** (Please attach a map with parking plan for reserved parking requests):

e. Equipment:								
f. Vehicles: (Standard Vehicles – no reserved parking? <input type="checkbox"/> Yes <input type="checkbox"/> No):								
g. Parking Plan: (Gate opening or Key needed? <input type="checkbox"/> Yes <input type="checkbox"/> No): (select <input type="checkbox"/> In available spaces or please describe):								
h. Crew car(s)	40' truck(s)	Other truck(s)	Van(s)	Moho(s)	Camera car(s)	Picture car(s)	Genny truck(s)	Tow plant

3i. Props Animals Special FX (select None or please describe):

3j. Non-Standard equipment: Boats Planes Helicopters Thrill craft Other (select: None or please describe):

3k. Applicant Signature: _____ **Date:** _____

The company and it's Hawaii representative/agent are responsible for the information listed herein. The applicant agrees to perform all of the obligations stated in the form and attached departmental conditions. The permit application has been reviewed by the City and the applicant. General departmental conditions are incorporated by reference into this form and are a part of it.

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3I. APPROVAL SECTION (Fees calculated in 4. Payment Information on page 1 of the application):

Sent to:	From:	Date:	# of pages:
APPROVED	By:	Date:	
ISSUED FOR	<input type="checkbox"/> Open & Accessible Parks per attached conditions; <input type="checkbox"/> L1 <input type="checkbox"/> L2 <input type="checkbox"/> L3 <input type="checkbox"/> L4 <input type="checkbox"/> L5 <input type="checkbox"/> L6		
Concurrent Approval Required: <input type="checkbox"/> Yes <input type="checkbox"/> No -- From: <input type="checkbox"/> DPR-PP <input type="checkbox"/> Other:			
Signature:			Date:
Insurance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No -- On File: <input type="checkbox"/> Yes <input type="checkbox"/> No	Add. Conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fees: <input type="checkbox"/> Yes <input type="checkbox"/> No on #	
Comments / Notes: <input type="checkbox"/> Per attached Standard Conditions Other:			PERMIT NUMBER

Fee Schedule Page for City & County of Honolulu Parks Property

Fees apply to any request for commercial filming in city parks regardless of financial status (for profit or non-profit). Requests classified as non-commercial are not subject to fees. Please use the chart below to help you complete Section 2e of the Film Permit Application Form.

Commercial Activity – Activity Level and Qualifying Criteria Chart

Activity Level	Qualifying Criteria	Fee
(1) Major Production	<p>Major motion picture studio, non-local movie, network television or cable television, national advertising</p> <hr/> <p>* Fees in this category may be reduced to Activity Level 2 if any one of the criteria listed below are met:</p> <p>A. Oahu, Honolulu and/or Hawaii images, scenics, footage, music or talent are used in the production,</p> <p>B. The City and County of Honolulu, Oahu, Honolulu and/or Hawaii are included in end-credits or equivalent if end-credits are not part of the production,</p> <p>C. The production company or entity hiring the production company is partnered with the City and/or an entity that will promote Oahu, Honolulu, Hawaii and/or the City and County of Honolulu via the project,</p> <p>D. The producing company or entity hiring the production company is a locally-based company with a Hawaii address,</p> <p>E. Other: Benefit to the city is provided including but not limited to:</p> <ul style="list-style-type: none"> - clean-up efforts - maintenance/repair assistance - volunteer services or activities deemed beneficial to the city <p><i>(Please complete the Volunteer Services Form if you select E. Other)</i></p>	<p>\$300 per shoot day *</p> <hr/> <p>\$20 per shoot day (if criteria met)</p> <p><i>(Please indicate Activity Level and Qualifying Criteria on Page 1, Section 2e of the Film Permit Application Form)</i></p>
(2) Standard Production	<ul style="list-style-type: none"> • moving images made by a local production entity or for local distribution 	\$20 per shoot day
(3) Still Photos	<ul style="list-style-type: none"> • non-moving images 	\$20 per shoot day
Note: An attendant fee may be charged if special services are requested		Varies per request

Volunteer Services Form

Mahalo! Please use this form to describe the services performed. This form must be submitted if Qualifying Criteria E is selected when applying for a film permit form (see Fee Schedule for info). The form may also be used to document volunteer activity performed without a permit request.

Volunteer Service Performed:

Company:		Contact:	
Phone:	Fax:	Email:	
Describe service performed:			
Monetary value of service performed:			
Print name:		Date:	
Signature:		Title:	

Mahalo! Please fax the completed form with signature to the Honolulu Film Office at 808 768-6102.