



# City and County of Honolulu

## Office of the Mayor ~ Honolulu Film Office

### FILM PERMIT APPLICATION FORM

Date: \_\_\_\_\_ # of pages faxed: \_\_\_\_\_  
From: \_\_\_\_\_  
To: Honolulu Film Office, 808 527 6102

*Film Office Use Only*  
Route to: \_\_\_\_\_  
From: Honolulu Film Office, 808 527 6102  
# of Pages: \_\_\_\_\_  
Comments: \_\_\_\_\_

#### 1. General Information Section:

1a. Company: \_\_\_\_\_  
1b. Project Name: \_\_\_\_\_  
1c. Representative: \_\_\_\_\_  
Name Title  
1d. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
1f. Applicant Website URL: \_\_\_\_\_ Email: \_\_\_\_\_  
1g. Address: \_\_\_\_\_  
City State Postal Code Country  
1h. On-site Contact: \_\_\_\_\_  
Name Cell  
1g. Producer: \_\_\_\_\_ Dir: \_\_\_\_\_ Prod Mgr: \_\_\_\_\_

#### 2. Project Information Section:

2a. Type (check one):  Feature  Commercial  TV Series  Documentary  Print  
 MOW  Travel  Industrial  Music Video  Multimedia  Misc  
2b. Format (check one):  16, 35 or 70mm  Videotape  DV  HD  Still-film  Still-digital  
2c. Budget: Total Project Budget: \_\_\_\_\_ Oahu Expenditure: \_\_\_\_\_  
# Local Employees: \_\_\_\_\_ # Oahu Shoot days: \_\_\_\_\_  
2d. Classification:  News/ Editorial/ News Magazine  Documentary  Promotional Project  
 Educational Project – non-commercial  PSA – informational only  None  
If None selected, please complete section 4. Fee Schedule Page

**Continued... Please complete one 'Location Detail Section'**

### 3. Location Detail Section:

3a. Company: \_\_\_\_\_ Project Name: \_\_\_\_\_

3b. Location: A) \_\_\_\_\_ B) \_\_\_\_\_ C) \_\_\_\_\_

D) \_\_\_\_\_ E) \_\_\_\_\_ F) \_\_\_\_\_

All locations requested must have consistent information to be used on one page -- otherwise, please use one page per location

3c. Size - Crew: \_\_\_\_\_ Cast: \_\_\_\_\_ Extras: \_\_\_\_\_

3d. Prep - Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Shoot - Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Describe shoot activity/scene: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Wrap - Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

3e. # of Vehicles/Trucks: 40 ft trucks \_\_\_\_\_ <40 ft trucks \_\_\_\_\_ Vans \_\_\_\_\_ Mtr Hm \_\_\_\_\_ Camera Car \_\_\_\_\_

Picture vehicle(s) \_\_\_\_\_ Crew car(s) \_\_\_\_\_ Generator truck(s) \_\_\_\_\_ Tow Plant(s): \_\_\_\_\_

Other equip/vehicles (describe): \_\_\_\_\_

\_\_\_\_\_

3f. Parking/Access Plan (gate, key?): \_\_\_\_\_

\_\_\_\_\_

3g. Props / Animals / Special FX (describe): \_\_\_\_\_

\_\_\_\_\_

3h. Non-Standard Equipment: Boats Planes Helicopters Thrill Craft Other \_\_\_\_\_

Describe intended use: \_\_\_\_\_

\_\_\_\_\_

**3i. 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.

**Official Use Only – Please sign and fax back to Honolulu Film Office @ 527-6102**

SENT TO: \_\_\_\_\_ Date: \_\_\_\_\_ # of pages \_\_\_\_\_ FROM: \_\_\_\_\_

AGENCY APPROVAL: \_\_\_\_\_ / \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature Agency

DPR-PP Approval Required: Yes No Other Approval: \_\_\_\_\_ Signature: \_\_\_\_\_

Insurance Required: Yes No On File: Yes No Special Conditions: Yes No Fees: Yes No

COMMENTS:

:

**PERMIT NUMBER**  
\_\_\_\_\_

**If fees are assessed, see Fee Schedule Page for total charges**  
**VIOLATION OF PERMIT GUIDELINES OR CONDITIONS MAY VOID PERMIT**

## 4. Fee Schedule Page

Fees apply to any request for commercial filming regardless of financial status (for profit or non-profit). Requests classified as non-commercial are not subject to fees.

### 4a. Commercial Activity – Calculating Fees:

Activity	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 the Standard Production Fee if any one of the following criteria 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:                      - clean-up efforts                      - maintenance/repair assistance                      - volunteer services or activities deemed beneficial to the city</p> <p>Please complete the Volunteer Services Form if you select Other</p>	<p>\$300 per day (* unless reduction criteria met)</p> <hr/> <p>\$20 per day if criteria met (check all that apply)</p> <p>A. <input type="checkbox"/></p> <p>B. <input type="checkbox"/></p> <p>C. <input type="checkbox"/></p> <p>D. <input type="checkbox"/></p> <p>E. <input type="checkbox"/></p>
(2) Standard Production	• moving images for local consumption	\$20 per day
(3) Still Photos	• non-moving images	\$20 per day
Note: An attendant fee may be charged if special services are requested		Varies per request

### 4b. Fee Calculation Chart – To be completed by city personnel only

Activity:	Per day Fee	# of shoot days	Fee Subtotals
Commercial Activity			
Attendant Fee			
Misc:			
Total Filming Fees			

**Make checks payable to: City and County of Honolulu**

Additional Comments/Notes:

**PERMIT NUMBER**

Payment Verification: