



Guidelines For Filming in Manchester

Introduction

Welcome to Manchester. We hope to make your film production as smooth and efficient as possible. We also want to be sure there is as little disruption to our residents and businesses as possible, and that you obtain any permission, permits or approvals that might be needed for your production. Finally, we want to be sure any Town resources are available and scheduled so as not to interfere or delay your schedule.

Film Production Fact Sheet

You are welcome to complete the Film Production Fact Sheet. The Parks and Recreation Department will review the information and determine if permits from other departments are needed based on the production description. Submitting the fact sheet would expedite and facilitate all of your permitting needs. If desired, a pre-production meeting with Town departments will be arranged to discuss project details and determine the level of Town services and permits required.

General Guidelines

Filming operations should be conducted in a manner that is least disruptive to the businesses or residences in the location of the production. If the operations take place within the Downtown Manchester Special Services District, the District should be given sufficient notice and be allowed to have input prior to the commencement of the filming activities.

Operations should be conducted in an orderly fashion with continuous attention to the storage of equipment that is not in use, and the cleanup of trash and debris. The area used should be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site.

Hours of Filming

Filming is generally allowed from 7am – 10pm Monday through Friday and 9am – 7pm Saturday and Sunday and should comply with the Town's noise ordinance. The Town reserves the right to limit filming hours as necessary based on other activities, neighborhood concerns, or conflicting use of Town streets.

Traffic Control and Street Closures

Production companies who wish to detour traffic inside Town limits must submit a plan in writing to the Manchester Police Department and Engineering Department for review and approval. Closed streets are still subject to entry by Town and private emergency vehicles at all times. If filming may impair traffic flow, you should contact the Manchester Police Department and the Town Traffic Engineer.

The company should furnish and install advance warning signs and any other traffic control devices in consultation with the Police and Traffic Engineer. All appropriate safety precautions must be taken.

Traffic shall not be detoured across a double line without prior approval of the appropriate police department representative. Camera cars shall be driven in the direction of traffic and must observe all traffic laws.

Any emergency road or public utility work by Town crews or private contractors shall have priority over filming activities unless prior approval can be obtained from the Director of Public Works.

All street closures require approval from the Manchester Police Department.

Film companies utilizing production trucks and trailers on Town streets should submit parking plans to the Town.

Neighborhood/Business District Notification

You are encouraged to communicate with all residents, businesses, and property owners in the area that will be affected by your production. We advise written notice be provided to residents and businesses affected by filming 48 hours prior to beginning of filming. Notice should include the name of company, name of production, company contact information and dates/times of filming.

Media Notification

High impact productions are advised to prepare a public relations plan to ensure proper dissemination of street closure materials and production information to all local media.

Trash Disposal

All trash must be properly disposed of each day. A trash removal plan developed in coordination with Town staff for long term and high intensity film production is recommended.

Vegetation and Trees

Removal, trimming or cutting of vegetation or trees on municipal owned property is prohibited unless approved by the appropriate Town authority.

Filming in Manchester Parks

A permit for use of Manchester's parks for filming activity may be required.

Pyrotechnics, Hazardous Materials, Open Flames, Vehicles Inside Structures or Fire Watch

Approval or permits from the Town of Manchester or Eighth Utilities District Fire Marshal may be required and the company is responsible for any fees or costs.

Providing Food to Cast/Crew

A temporary food service permit for caterers may be necessary and can be obtained at the Manchester Health Department.

Tents

Use of tents over 350 square feet requires a permit from the Building Department. The Fire Marshal's office must also sign-off that the tent meets applicable fire safety codes. Special requirements apply to tents in which food is being served.

Proof of Insurance

If you are using municipal property or facilities, you will be required to furnish the Town of Manchester with evidence of general liability and property insurance for \$2 million general aggregate/\$1 million each occurrence. The Town of Manchester must be an additionally named insured. The film production company or entity must agree to be solely and absolutely liable for any and all claims, suits and judgments against the Town and/or the company or entity for personal injuries and property damages arising out of or occurring during the activities of the company or entity, its employees or otherwise.

KEY CONTACTS FOR PERMITS & ASSISTANCE

General Information & Coordination Gary Anderson, AICP
Director of Planning and Economic Development
860-647-3044
ganderson@manchesterct.gov

Parks Permit & Logistics Chris Silver
Director of Leisure, Family and Recreation
860-647-3086
csilver@manchesterct.gov

Street Closure William Darby, Chief of Police
860-645-5524
darbyw@manchesterct.gov

James Mayer, Traffic Engineer
860-647-3151
JMayer@manchesterct.gov

Street/Sidewalk Obstruction Permit Tim Bockus, Director of Public Works
860-647-3067
tbockus@manchesterct.gov

Tent or Temporary Structure Permit Greg Smith, Chief Building Official
860-647-3181
gsmith@manchesterct.gov

Police Personnel & Services William Darby, Chief of Police
860-645-5524
darbyw@manchesterct.gov

**Pyrotechnics, Open Flames,
Vehicles Inside Structures,
Hazardous Materials** Larry Talbot, Fire Marshal
Manchester Fire, Rescue, EMS
860-647-3267
ltalbot@manchesterct.gov

Ken Roback, Fire Marshal
Manchester Fire Dept., Eighth Utilities District
860-643-6209
kroback@mfd8th.org

Temporary Food Service Permit Kim Dubanoski, Chief Sanitarian
860-647-3172
kdubanoski@manchesterct.gov

Downtown Special Services District Gary Anderson, AICP
Director of Planning and Economic Development
860-647-3044
ganderson@manchesterct.gov

FILM PRODUCTION FACT SHEET

Town of Manchester
Planning Department
494 Main Street, P.O. Box 191, Manchester, CT 06045-0191
Tel: (860) 647-3044 Fax: (860) 647-3144

Section A: Applicant Information

Company:_____ Phone_____
Address:_____
Production Contact & Phone:_____
Location Mgr. & Phone:_____
Production Mgr. & Phone:_____
Publicist & Phone:_____

Please check as appropriate:
<input type="checkbox"/> Feature Film <input type="checkbox"/> TV Movie <input type="checkbox"/> TV Series/Special
Please Provide Storyline: (provide additional pages if necessary) _____

Section B: Production Information

Location: (if more than one, attach additional pages)_____
Dates of Filming:_____ Approx. Times:_____
Please check all that apply:
<input type="checkbox"/> Animals <input type="checkbox"/> Firearms or Similar Special Effects
<input type="checkbox"/> Street Closures <input type="checkbox"/> Use of Hydrants
<input type="checkbox"/> Use of Fire Apparatus <input type="checkbox"/> Street Sign Alterations
<input type="checkbox"/> Food/Catering Facilities <input type="checkbox"/> Tents, trailers or Temporary Structures
<input type="checkbox"/> Other Special Requirements _____
List of Production Equipment:_____ No. in Cast:_____ No. in Crew:_____
of Trucks & Plate Number(s):_____
of Autos & Plate Number(s):_____
of Other Vehicles & Plate Number(s):_____

Please return this form via fax, mail, e-mail at epetersen@manchesterct.gov, or in person to Emma Petersen, Principal Comprehensive Planner, at the above address.

Signature: _____ **Date:** _____