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**City of Hudson
Media Production Permit Guidelines**

1. These guidelines should be followed by any individual or company interested in media production (film, video, large-scale photography) on City property within the Hudson city limits.
2. The guidelines are subject to change and may be enforced as conditions of the permit.
3. Applicant must request permission to use City property for a media production prior to submission of the application.
4. Applicant may be required to provide a certificate of insurance naming the City of Hudson as an additional insured. The City requires an insurance policy rider for general liability for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Hudson as an additional insured.
5. Submit the media production permit application to the Communications Department at 115 Executive Parkway, Suite 400, Hudson, OH 44236 or email it to communications@hudson.oh.us.
6. You are requesting that be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of four hours per day. This arrangement can be made directly with the Hudson Police Department at (330) 342-1800.
7. Removal, cutting or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by the permit.
8. No media production activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines, weapons or other special effects may be undertaken unless specifically approved by the City of Hudson Fire Department and/or Police Department.
9. Tents or temporary membrane structures may require inspection by the Fire Marshal. Please indicate this information on your permit application.
10. If permission is granted by the City, a written permit will be issued including time, date and location of production and acceptable activities within the scope of the permit.
11. Upon receipt of the permit, the production company must notify affected business and property owners that may be affected by the production. Compensation may be necessary if business and home environments are greatly disrupted.

12. The production company must have the permit on site at all times.
13. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the City of Hudson. Any costs for clean-up by the City will be charged to the permit holder.
14. Emergency vehicle access shall be maintained at all times.
15. The City of Hudson logo may not be included in any production without written permission from the Communications Department.