



Prior to receiving filming permits in the City of Wilmington, all productions must fill out and sign this statement confirming that they have read and agree to adhere to the City's Film Administrative Procedures (updated March, 2023).

This signed document should be delivered to Mary Toffolon, City of Wilmington Film Liaison @ 302 Willard Street, Wilmington, NC 28402. Once this document is received, along with a Certificate of Insurance and the required deposit fee, you may begin submitting film permit applications.

The Filming Administrative Procedures can be found at the link below:

<https://www.wilmingtonnc.gov/departments/parks-recreation/events-permits/film-permits>

Project Name: \_\_\_\_\_

Production Company: \_\_\_\_\_

Production Address: \_\_\_\_\_

Contact Person (name & title): \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Contact Person Phone: \_\_\_\_\_

I HAVE READ, UNDERSTAND AND AGREE TO ADHERE TO ALL REQUIREMENTS AS OUTLINED IN THE CITY OF WILMINGTON'S FILMING ADMINISTRATIVE PROCEDURES.

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Date signed