

**This is a sample letter of intent. Anything in quotes should be included in your letter verbatim.**  
**Anything in caps should be read as guidance for completing your letter of intent.**

## **COMPANY LETTERHEAD**

THIS LETTER OF INTENT MUST BE TYPED ON YOUR FILM COMPANY'S LETTERHEAD.  
THERE ARE NO EXCEPTIONS.

DCAS Special Events  
One Centre Street  
New York, NY 10007

THIS LETTER SERVES AS A DETAILED LETTER OF INTENT REGARDING YOUR FILM COMPANY'S USAGE OF A FACILITY OWNED BY THE DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES (DCAS).

PROVIDE AN OVERVIEW OF THE PRODUCTION (ACTORS, DIRECTOR, ETC.). PLEASE BE AS EXPLICIT AS POSSIBLE ABOUT EACH SCENE INCLUDING A DETAILED SCHEDULE OF USE, BY DATE AND BY FACILITY (FLOOR AND ROOM NUMBER, OR EXTERIOR, IF APPROPRIATE) INCLUDING PREPPING, SHOOTING, AND WRAP.

DESCRIBE EACH EVENT IN DETAIL, INCLUDING ANY UNIQUE OR NOTEWORTHY CONSTRUCTION, PROPS, WEIGHT OF EQUIPMENT, PROTECTIVE FLOOR/ROOF COVERINGS, ELECTRICAL, HVAC NEEDS, AND AN ITEMIZED EQUIPMENT LIST.

IDENTIFY THE NAME AND PHONE NUMBER OF ALL FACILITY TENANTS WHO HAVE GRANTED THEIR APPROVAL FOR FILMING IN THEIR SPACES.

STATE WHETHER OR NOT YOU WILL BE USING SMOKE.

YOUR LETTER OF INTENT SHOULD INCLUDE THE FOLLOWING LANGUAGE: "We have been notified by, and agree to financially compensate, the Department of Citywide Administrative Services for any costs, overtime or otherwise, incurred by the Agency as a result of the activities explained above. I, the undersigned, attest to possessing the full amount of insurance coverage required by the City of New York."

Sincerely,

NAME OF PERSONNEL AUTHORIZED TO SIGN ON BEHALF OF THE FILM COMPANY  
SIGNATURE