

FILM PERMIT APPLICATION SIGN OFF SHEET
--



Production: _____

Applicant: _____

Production Dates: _____

Address: _____

Prep Work Date(s): _____

Email: _____

Filming Date(s): _____

Cell Phone: _____

Wrap Work Date(s): _____

Permit Fee: \$ _____

Date Rec'd: _____

Security Fee Assessed: \$ _____

Date Rec'd: _____

Public Works Fee Assessed: \$ _____

Date Rec'd: _____

Title	Comments (include additional fees assessed):	Signature:	Approved/Denied	Date:
Main Street Mgr.				
City Fire Marshal				
Fire Chief				
TPD, Ops. Div.				
Chief of Police				
Public Works Director				
Parks & Rec Director				
City Manager				



PLEASE COMPLETE THE APPLICATION BELOW TO FILM IN THE CITY OF TAYLOR. FOR ANY QUESTIONS, CONTACT THE MAIN STREET PROGRAM MANAGER AT (O) 512-352-3463, (M) 512-365-4041 OR TAYLORMAINSTREET@TAYLORTX.GOV

APPLICANT: _____

Applicant Email: _____

Applicant Phone Number: _____

ON-LOCATION CONTACT: _____

On-Location Contact Email: _____

On-Location Contact Phone Number: _____

PRODUCTION TITLE: _____

Production Type (required):

____ Commercial

____ Documentary

____ Feature Film

____ Industrial

____ Music Video

____ Student Film

____ Still Photography

____ Television

____ Drone Photography/
Videography

PRODUCTION COMPANY NAME: _____

ADDRESS: _____ WEBSITE: _____

CONTACT NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

1. LOCATION 1 (Physical Address): _____

Location 1 Prep Date: _____ Location 1 Filming Date: _____ Location 1 Wrap Date: _____

Prep Start/Finish Times: _____ Filming Start/Finish Times: _____ Wrap Start/Finish Times: _____

Brief description of scenes filmed at Location 1:

2. LOCATION 2 (Physical Address): _____

Location 2 Prep Date: _____ Location 2 Filming Date: _____ Location 2 Wrap Date: _____

Prep Start/Finish Times: _____ Filming Start/Finish Times: _____ Wrap Start/Finish Times: _____

Brief description of scenes filmed at Location 2:

3. LOCATION 3 (Physical Address): _____

Location 3 Prep Date: _____ Location 3 Filming Date: _____ Location 3 Wrap Date: _____

Prep Start/Finish Times: _____ Filming Start/Finish Times: _____ Wrap Start/Finish Times: _____

Brief Description of scenes filmed at Location 3:

(add additional pages as necessary)

PLEASE ANSWER THE FOLLOWING QUESTIONS AS FULLY AND COMPLETELY AS POSSIBLE:

1. Will pyrotechnics or violence be filmed? (circle one) YES NO If YES, please explain:

2. Will any of the following be used/filmed during the production: stunts, pyrotechnics, special effects, aerial photography, amplified sound, or use of animals? (circle one) YES NO If YES, please explain:

3. At any time during the prep, filming, and/or wrap of the Production will there be total or disruptive use (during regular operating hours) of a public building, park, right-of-way, or public area? (circle one) YES NO If YES, please explain: _____

4. At any time during the prep, filming, and/or wrap of the Production will there be partial, non-disruptive use (during regular operating hours) of a public building, park, right-of-way, or public area? (circle one) YES NO If yes, please explain: _____

5. At any time, during the prep, filming, and/or wrap of the Production will there be total closure or obstruction of public street or right-of-way, including parking lots and on-street parking? (Circle one)

YES NO If YES, please explain: _____

6. At any time, during the prep, filming, and/or wrap of the Production will there be partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking? YES NO

(Circle one) If YES, please explain: _____

7. If City streets will be closed at any time during Production please provide detailed times and locations (attach maps showing locations): _____

8. At any time, during the prep, filming, and/or wrap of the Production will the City parking lots, parking areas, and/or City streets be used for the purpose of parking film trailers, buses, catering trucks, and other large vehicles? (Circle one) YES NO If YES, please explain: _____

9. Will any of the following City services be required:

_____ Police _____ Fire Department _____ Emergency Medical Services

_____ Other (specify) _____

10. If City services are requested, please describe fully: _____

11. Indicate all public areas in which public access will be restricted during Production (attach map as needed): _____

12. Describe all alterations to public property during the prep, filming, and/or wrap of the Production (provide a map/drawing as needed): _____

13. Number and type of production vehicles to be used and location(s) where vehicles will be parked:

14. Total number of people that will be on-location for production? (cast, crew, support staff, etc.)

15. Location where crew will be fed, if not at filming location: _____

16. Location where extras will be held, if not at filming location: _____

17. Is there any additional information you would like to share with City staff?

18. Is this production already in contact with the Texas Film Commission? _____

If yes, who is your contact at the Texas Film Commission? _____

Phone: _____ Email: _____

HOLD HARMLESS AGREEMENT

The Applicant shall sign the indemnity and hold harmless agreement located in the Filming Permit Application. This agreement indemnifies and holds the City harmless from any claim, damage or cause of action arising against the City now or in the future, known or unknown, resulting from the filming.

I certify that I as Applicant individually and as authorized representative of the Applicant will be performing the filming at the locations specified on the attached Application for Commercial Filming Permit incorporated by reference herein. I further certify that I individually and as authorized representative of Applicant will comply with the directions and requirements of the City. I as Applicant individually and as authorized representative of Applicant shall indemnify, hold free and harmless, assume liability for and, at the City's option, defend the City, its agents, servants, Council persons, employees, and officers from any and all loss, damages, liability, claims, costs and expenses, including, but not limited to, attorney's fees, reasonable investigative and discovery costs, and court cost and all other sums which the City, its agents, servants, Council persons, employees, and officers may pay or become obligated to pay on account of any, all and every demand or claim, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of Applicants filming, or any act or omission of Applicant, or of the City for the filming and other related activities engaged in pursuant to this Application.

I further certify that the information provided on this Application is true and correct to the best of my knowledge, and that I possess the authority to sign this and other contracts and agreements with the City on behalf of the Applicant.

Signed: _____ Print Name: _____
Title: _____ Contact Number: _____
Date: _____

Applicant: (Production company representative):

Print Name Signature

Company Name: _____
Title: _____ Date: _____

City of Taylor, Texas:

Brian LaBorde; City Manager

Date: _____

For Office Use Only:

Date contacts first made: _____ Contact's Name: _____
Date completed application submitted: _____ Received by: _____
Date Application Fee Paid: _____ Method of Payment: _____
Amount of additional fees assessed: _____ Date Paid: _____
Method of Payment: _____



TAYLOR POLICE DEPARTMENT

500 S. Main St. Taylor, TX 76574 ♦ (512) 352-5551 ♦ Fax: (512) 352-5119

9

REQUEST FOR POLICE SECURITY

Email completed form to: policesecurity@taylortx.gov

Event Name:	_____	Dates:	_____
Contact Name:	_____	Company Name:	_____
Address:	_____	Phone #:	_____
City, State, Zip	_____	Email:	_____
Billing Contact:	_____		
Billing Address:	_____	Phone #:	_____
City, State, Zip	_____	Email:	_____

Security Assignment Details:

Number of Officers Requested:	_____	Number of Hours Each Day:	_____
Number of Vehicles Needed:	_____	Times of event: Start _____ End _____	
Location of Event:	_____	Number of Attendees:	_____
Description of Event:	_____	Is alcohol being served or provided (Y/N)?	_____
Are you requesting to use a public street or a temporary road closure? If so, which streets? _____			
Additional information: _____			

Police Security Fee Schedule

****(There is a 3 hour per officer minimum per City ordinance.)****

Police Unit (Vehicle)	\$25 per hour
Security fee for off-duty police officer	\$60 per hour
Supervisor required when 4 or more officers are requested	\$80 per hour
Emergency request received within 24 hours of scheduled start time	\$70 per hour

- * There is a three-hour (per Officer) minimum for event(s) not cancelled with at least 24 hours prior notice.
- * Events where alcoholic beverages are sold, served or consumed will require a minimum of two Officers per 300 attendees. Where no alcohol is present, there will be a minimum of one officer per 300 attendees. *UNLESS OTHERWISE DETERMINED
- * While we endeavor to approve and provide officers for all requested events, situations beyond our control (such as numerous events scheduled for the same time period, emergencies, etc.) may cause us to have to decline your request. In any event, you will be contacted and advised of any issues with your application or our ability to fulfill your request.



GUIDELINES FOR FILMING IN TAYLOR, TEXAS



Approved July 2012
Revised February 2021

Guidelines for Filming in Taylor, Texas

- I. Purpose
- II. City Control/City Manager Authority
- III. Permit Requirements and Fees
- IV. Application Fee
- V. Use of City Equipment and Personnel
- VI. Use of City Property and Personnel
- VII. Vehicles and Equipment
- VIII. Hours of Filming
- IX. Notification of Neighbors
- X. Certification of Insurance
- XI. Damage to Public or Private Property

Guidelines for Filming in Taylor, Texas

I. PURPOSE:

The Guidelines contained in this policy are intended to create a program for promoting economic development activity within the City of Taylor, Texas, a home rule municipal subdivision ("City") and in the City vicinity. These Guidelines are also intended to protect the personal and property rights of City residents and businesses, and to promote the public's health, safety, and welfare. The City Manager, by his own direction or that of his designee ("City Manager"), reserves the right to impose additional regulations in the interest of public health, safety, and welfare, or if otherwise deemed appropriate by the City Manager.

These Guidelines provide information regarding requests for commercial use of City-owned property (including but not limited to streets, rights-of-ways, parks, and/or public buildings), commercial use of private property which may affect adjacent public or private property, and the use of City equipment and personnel in all types of motion picture production, including but not limited to, feature films, television programs, commercials, music videos, and corporate films.

II. CITY CONTROL/CITY MANAGER AUTHORITY:

The City Manager may authorize the use of any street, right-of-way, park, or public building, equipment, or personnel for commercial uses in the filming or taping of movies, television programs, commercials, or training films and related activities. In conjunction with these uses, the City Manager or his designee may require that any or all the conditions and/or remuneration herein and as specified on the application be completed as a prerequisite to any request.

An Applicant ("Applicant") on the Application for Commercial Filming ("Application") agrees that the City shall have exclusive authority to grant the Application as well as authority to regulate the hours of filming production and the location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming to promote the public health, safety, or welfare.

An Applicant shall allow the City Departments (e.g., Police, Fire, Building) to inspect all structures, property, devices, and equipment to be used in connection with the filming and taping when deemed appropriate by the City Manager.

III. PERMIT REQUIREMENTS AND FEES:

An Applicant must discuss the Applicant's filming production, the productions specific filming requirements, and feasibility of filming in the City with the City Manager and other City personnel required by the City Manager before filing an Application with the City.

Any person or entity filing in the City must properly complete and return the Application to the City Manager within the times required below:

- **Commercials or episodic television:** a minimum of two (2) City business days prior to the commencement of filming or any substantial activity related to the project.
- **Feature films:** a minimum of five (5) City business days prior to the commencement of filming or any substantial activity related to the filming.

In the event filming involves any type of pyrotechnic device, open flame, or firework for visual or sound effect, a MINIMUM of 14 business days is required to review the proposed effect(s). Pyrotechnic companies shall contact the City of Taylor Fire Department's Fire Marshal (512-352-6992) for the review and permitting of any effects that involve light or sound as an effect.

IV. APPLICATION FEE:

A \$25.00 processing fee must be paid when the Application is filed with the City. The City Manager may waive the Application fee at the sole discretion of the City Manager.

A Taylor Fire Department special event fee of \$100 is applicable to film productions utilizing pyrotechnic effects.

V. USE OF CITY EQUIPMENT AND PERSONNEL:

The Applicant shall pay for all costs incurred by the City for use of City personnel or equipment used in connection with the filming. Payment of personnel assigned to the filming shall be paid whether the personnel were requested by the Applicant. The cost for use of City equipment will be charged on a case-by-case basis and determined by the City Manager. The Applicant shall pay all costs incurred by the City within ten (10) days after date of invoice. The City Manager shall have discretion to require a security deposit for all City costs prior to Application approval or at any time during filming.

The City Manager shall have authority to require fire or police personnel or equipment in connection with the filming deemed appropriate or necessary at any time during the filming or

in the best interest of public health, safety, and welfare all which costs shall be paid by the Applicant.

Off duty police officers and firefighters shall be paid by the Applicant at or above their pay rate when on duty with the City as dictated in the Taylor City Ordinance Fee Schedule. (<https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2020-21-Fee-Schedule?bidId=>)

VI. USE OF CITY PROPERTY AND PERSONNEL:

The City Manager may authorize the use of City property or personnel for the filming. Compliance with the conditions and payment of the costs required herein and, on the Application, shall be a condition for any use of any City property or personnel and security or damage deposits for such use may be imposed by the City Manager at any time.

The Applicant shall pay the City for inconveniences when using public property in accordance with the following rate schedule:

ACTIVITY	COST PER CALENDAR DAY
Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area.	\$500.00
Partial, non-disruptive use of a public building, park, right-of-way, or public area.	\$250.00
Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking.	\$50.00
Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking.	\$25.00
Use of City parking lots, parking areas, and City streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles.	\$50.00

At no time shall any building or access to any structure be blocked from access by Emergency Services. Street access should be maintained at a minimum of twenty (20) feet (measured from one curb or side of the street to the center) width and parking should be limited to one side of the street. This does not include vehicles included in the filming.

The Applicant acknowledges and agrees that the City possesses and retains exclusive authority to grant the Applicant a revocable permit for the use of City property and personnel with authority to control the hours and locations of the filming.

To leave City-owned property in as good a condition as when received, the Applicant is responsible for and must provide professional cleaning and/or sanitation services upon completion of work, if the City requests such cleaning and/or sanitation services at any time. Upon a request by the City, the Applicant must obtain approval from the City of the Applicant's

arrangements for cleaning and/or sanitation services (which will not be unreasonably withheld). The City may require such approval before the use of City-owned property for Production Activity begins.

VII. VEHICLES AND EQUIPMENT:

The Applicant shall provide the City as part of the Application a full and complete list of the number of vehicles and types of equipment to be used for the filming, the proposed hours of use of the vehicles and equipment and proposed parking locations of the vehicles and equipment. All proposed parking locations must be approved by the City Manager.

Use of any exterior lighting, power generators, or any other noise or light producing equipment requires approval prior to use by the City Manager.

VIII. HOURS OF FILMING:

Filming shall be limited to the following hours unless prior notice of the extended hours has been given by the Applicant to the affected property owners, tenants, and residents and the City Manager has granted prior written consent to extended hours:

Monday through Friday	7:00 am to 9:00 pm
Saturday, Sunday, and holidays	8:00 am to 8:00 pm

IX. NOTIFICATION OF NEIGHBORS:

The Applicant shall provide a brief written description of the schedule, approved by the City Manager, for the proposed filming to the owners, tenants, and residents of each property in the affected neighborhood(s). The Applicant shall make a good faith effort to notify each owner, tenant, and resident of all such property, and shall submit, as part of the Application, a report noting owners, tenants and /or residents' comments and their signatures, addresses and phone numbers.

X. CERTIFICATION OF INSURANCE:

The Applicant shall attach a valid certificate of insurance, issued by a company authorized to conduct business in the state of Texas, naming the City and its agents, officers, elected officials, employees and assigns, as additional insured, in an amount not less than \$1,000,000 aggregate general liability, including bodily injury or death and property damage with a \$5,000,000 umbrella insurance and automobile liability in an amount not less than \$1,000,000 including bodily injury or and property damage.

XI. DAMAGE TO PUBLIC OR PRIVATE PROPERTY:

The Applicant shall pay in full, within ten (10) days from date of an invoice, the repair costs for all damage to public or private property, resulting from or in connection with, the filming, and restore the property to its original or better condition existing prior to the filming.



CHECKLIST FOR OBTAINING A PERMIT FOR COMMERCIAL FILMING IN TAYLOR, TEXAS

- _____ 1. Reach out to the Main Street Manager and Film Liaison for the City of Taylor. (O) 512-352-3463; (M) 512-365-4041; TaylorMainStreet@TaylorTX.gov

- _____ 2. Thoroughly read the Guidelines for Commercial Filming before starting the film permit paperwork.

- _____ 3. Provide a map showing the following sites:
 - Filming locations
 - Base Camp
 - Catering location
 - Set Parking Lot
 - Crew/Extra Parking
 - Police Traffic Control Locations
 - Street locations where equipment trucks will be parked during filming
 - Locations of requested street closures (if needed)

- _____ 4. Complete Request for Police Security form if traffic control and/or security is needed.

- _____ 5. Submit valid certificate of insurance, issued by a company authorized to conduct business in the state of Texas, naming the City and its agents, officers, elected officials, employees and assigns, as additional insured, in an amount not less than \$1,000,000 aggregate general liability, including bodily injury or death and property damage with a \$5,000,000 umbrella insurance and automobile liability in an amount not less than \$1,000,000 including bodily injury or and property damage.

- _____ 6. Use Sample Notification Template (in packet) to draft letter notifying neighboring homes/businesses of filming activity.

SAMPLE #1: MERCHANTS AND BUSINESS DISTRICT

June 14, 2006

Dear Neighbor:

My name is Joe Smith and I am a Location Scout for the upcoming movie, "THE MOVIE". Shooting will be taking place in Providence beginning in August 2006 and continuing through November 2006.

Some of our locations are in your building's area, and we wanted to inform you of our upcoming presence beginning Friday, August 11th. On this day as well as Monday, August 14th and Tuesday, August 15th we will be filming outside the Turks Head Building. Wednesday, August 16th through Saturday, August 17th we will be filming on Washington Street between. We are going to need to down many of the surrounding streets, as well as posting "No Parking" signs with the help of the City of Providence. We are going to have multiple Providence Police Detail Officers on hand to help direct traffic and ensure public safety.

We apologize for any inconvenience that this may cause, but thank you in advance for your cooperation. If you have any questions or concerns, please feel free to contact me on my cell phone at 401-555-1234, or my colleague Emily Jones at 401-555-6789.

Thank you,

Joe Smith
Location Scout

SAMPLE #2: RESIDENTIAL NEIGHBORHOOD

September 1, 2006

Dear Waterman Street Neighbor:

We are presently filming the television show "TeeVee Show" in Providence. One of our recurring locations is in your neighborhood and we wanted to inform you of our upcoming presence.

On Thursday, October 19, 2006 we will be filming a few scenes on Waterman Street that will require us to clear the street, as well as intermittently close the street down throughout the day. We are currently working on alternative parking nearby for those we will be affecting the most and thank you in advance for your patience with that.

We understand that this may be an inconvenience to your everyday activities, but ask for your cooperation during filming. Without the support of the residents of Providence, it would not be possible for us to shoot locally. If you have any questions or concerns, please contact us at 401-555-4321 or send an e-mail to emailaddress@tv.com.

Thank you,

The Locations Department
TeeVee Show Productions

SAMPLE #3: RESIDENTIAL NEIGHBORHOOD, PRODUCTION TRUCK PARKING

September 1, 2006

Dear Hope Street Neighbor:

We are presently filming the television show "TeeVee Show" in Providence. One of our recurring locations is in your neighborhood and we wanted to inform you of our upcoming presence.

On Tuesday, November 13, 2006 we will be filming a few scenes on nearby Governor Street that will require us to clear that street, as well as intermittently close it down throughout the day. We will also need to park some of our production trucks and vehicles on Hope Street. We are currently working on alternative parking nearby for those we will be affecting the most and thank you in advance for your patience with that.

We understand that this may be an inconvenience to your everyday activities, but ask for your cooperation during filming. Without the support of the residents of Providence, it would not be possible for us to shoot locally. If you have any questions or concerns, please contact us at 401-555-4321 or send an e-mail to emailaddress@tv.com.

Thank you,

The Locations Department
TeeVee Show Productions

TAYLOR, TX — PROPOSED FILMING PERMIT NOTIFICATION AND SIGNOFF REQUEST

Taylor, TX requires that all property owners / residents whose property is adjacent to the area sought to be closed must be notified and provided with a map of the area, which indicates all obstructions to be placed in the closure area. The notification must indicate by signature, whether the property owner / resident approves or disapproves of the proposed closure.

For additional information concerning the actual filming at this location, please contact:

(Film Company's Contact Name)

(Phone Number)

_____ is applying for a FILMING PERMIT for the following film:
(Company Name)

(Name of Film)

The filming is scheduled for the following dates and times: _____

The filming will close or partially close the following streets: _____

The filming will consist of the following: _____

PROPERTY OWNER / RESIDENT

Please fill out this section completely as this information is used by Anytown, TX to determine whether or not the filming activities indicated above will be approved or denied.

☐ APPROVE

☐ DISAPPROVE

RECEIVED MAP:

☐ YES

☐ NO

(Print Name and Title)

(Signature)

(Print Address)

(Phone Number)

☐ RESIDENCE

☐ BUSINESS (Choose One)

Comments: _____

Street: _____ Block Number: _____

Received by Taylor, TX Main Street Office on: _____