



## Guidelines for Filming in Carrollton, TX

### I. PURPOSE

The following guidelines are intended to protect the personal and property rights of Carrollton, TX residents and businesses. The City reserves the right to impose additional regulations in the interest of public safety if deemed necessary; and to update these guidelines periodically.

These guidelines cover requests for commercial use of City-owned property (streets, right-of-ways, parks, and public buildings), commercial use of private property which may affect adjacent public or private property, and the use of City equipment and personnel in the filming of movies, TV shows, commercials, and related activities.

### II. AUTHORIZATION

The City may authorize the use of any street, right-of-way, 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 may require that any or all of the conditions and/or remuneration as specified on the application be met as a prerequisite to that use.

The applicant agrees that City of Carrollton, TX shall have full control over the use of public streets and buildings of the City while being used, as well as control over the hours of production and the general location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming if determined to be detrimental to the public health, safety and welfare.

The applicant shall agree to allow the respective City departments (i.e., Police, Fire, Building) to inspect all structures and/or devices and equipment to be used in connection with the filming and taping if required.

### III. PERMIT REQUIREMENTS

Before filing an application for filming in Carrollton, TX, the City's Marketing Services Department/Carrollton Film Office must be contacted at 972-466-3596 to discuss the production's specific filming requirements and the feasibility of filming in Carrollton, TX.

**Commercial Productions:** Any commercial producer who desires to undertake a commercial production in Carrollton, TX is required to complete and return the attached application for filming to the City's Marketing Service Department. Once approved, it will be forwarded to the City's Building Inspection Department for issuance of a Film Permit, within the time frames below:

- **Commercials or episodic television:** a minimum of seven (7) business days prior to the commencement of filming or any substantial activity related to the project.
- **Feature films:** a minimum of ten (10) business days prior to the commencement of filming or any substantial activity related to the project.

**Amateur Productions:** Students or other amateurs who desire to film in Carrollton, TX are also required to complete and return the attached application for filming to the City's Marketing Service Department. Once approved, it will be forwarded to the City's Building Inspection Department for issuance of a Film Permit. The application must be submitted a minimum of five (5) business days prior to the commencement of filming or any substantial activity related to the project.



**IV. FEES**

An application processing fee of \$25 should accompany each application for filming in Carrollton, TX. The City may waive this fee upon proof of an organization’s non-profit status, or for any other reason deemed necessary.

**V. USE OF CITY EQUIPMENT AND PERSONNEL**

The applicant will agree to pay for the costs of any Police, Fire, Public Works, or other City personnel assigned to the project (whether specifically requested by the production or not). Remuneration rates for the use of any City equipment, including police cars and fire equipment, will be established on a case-by-case basis. The applicant will agree to pay in full, promptly upon receipt of an invoice, the charges incurred. The City Manager may, at his/her discretion, require an advance deposit for the use of the equipment.

The City, in consultation with the Chief of Police and/or Fire Chief, shall have the authority to stipulate additional fire or police requirements and level of staffing for same, at any time during a film project if it is determined to be in the best interest of public safety, health and welfare, which cost shall be borne by the Applicant. Off-duty police officers and firefighters shall be paid by the production company at a rate no less than one and one-half their hourly rate based on their rank.

**VI. USE OF CITY PROPERTY**

The City may authorize the use of any street, right-of-way, or public building, use of Carrollton, Texas name, trademark or logo and/or use of City equipment and/or personnel for commercial uses in the production of movies, television programs, commercials, or training films and related activities. In conjunction with these uses, the City may require that any or all of the conditions and/or remuneration as specified on the application be met as a prerequisite to that use. A security or damage deposit may be required based on production activity.

Depending upon the extent of the use of City property, the Applicant agrees to reimburse the City for inconveniences when using public property. Following is the 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
Partial non-disruptive use of a public building, park, right-of-way, or public area	\$250
Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for filming purposes)	\$50 per block
Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for filming purposes)	\$25 per block
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 per block or lot



The applicant agrees that The City of Carrollton, Texas, shall have full control over the use of its name, trademark, logo, public streets and buildings of the City while any are being used, as well as control over the hours of production and the general location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming activity if it is determined to be hazardous to the public health, safety and welfare.

**VII. SPECIAL EQUIPMENT AND VEHICLES**

The applicant shall provide a report listing the number of vehicles and types of equipment to be used during the filming, including proposed hours of use and proposed parking locations. Such locations will need to be specifically approved by the City so as to maintain traffic safety. On-street parking or use of public parking lots is subject to City approval. The use of exterior lighting, power generators, or any other noise- or light-producing equipment requires on-site approval of the City.

**VIII. HOURS OF FILMING**

Unless permission has been obtained from the City in advance and affected property owners, tenants and residents have been notified, filming will be limited to the following hours: Monday through Friday, 7:00 a.m. to 9:00 p.m., and Saturday, Sunday and holidays, 8:00 a.m. to 8:00 p.m.

**IX. NOTIFICATION OF NEIGHBORS**

The applicant shall provide a short written description, approved by the City, of the schedule for the proposed production to the owners, tenants and residents of each property in the affected neighborhood (as defined by boundaries set by the City). The applicant, or his or her designee, shall make a good faith effort to notify each owner, tenant and resident of all such property, and shall submit, as part of this application, a report noting each owner, tenant or resident's comments, along with their signatures, addresses and phone numbers. Based upon this community feedback, the City may grant or deny the filming application.

**X. SECURITY, CROWD CONTROL AND TRAFFIC CONTROL**

The applicant may be required to provide police officers for security, crowd control, and traffic control at filming location. The total number of police officers is determined by the Carrollton Police Department, and in some cases may use planning variables, including: (1) the estimated number of participants and spectators; (2) topography and size of the filming location; (3) weather conditions; (4) the time of day during which the special event is conducted; (5) the need for street closures or rerouting of vehicular or pedestrian traffic.

**XI. LIABILITY**

The applicant agrees to pay in full, promptly upon receipt of an invoice, the costs of repair for any and all damage to public or private property, resulting from or in connection with, the production, and restore the property to its original condition prior to the production, or to better than original condition.

**XII. CERTIFICATE OF INSURANCE**

**For Commercial Productions Only:** The producer shall attach a certificate of insurance, naming The City of Carrollton, TX as an additional insured, in an amount not less than \$1,000,000 general liability, including bodily injury and property damage with a \$5,000,000 umbrella; and automobile liability (if applicable) in an amount not less than \$1,000,000 including bodily injury and property damage.

**For Amateur Productions:** The Certificate of Insurance requirement may be waived for amateur productions depending upon scope of the production and upon receipt of signed agreement below.



**XII. HOLD HARMLESS AGREEMENT**

All applicants (commercial or amateur) shall sign the following Hold Harmless Agreement holding the City harmless from any claim that may arise from their use of designated public property, right-of-way, or equipment in conjunction with the permitted use:

I certify that I represent the firm which will be performing the filming/taping at the locations specified on the attached permit application. I further certify that I and my firm will perform in accordance with the directions and specifications of The City of Carrollton, TX, and that I and my firm will indemnify and hold harmless The City of Carrollton, TX for and from any loss, damage, expense, claims and costs of every nature and kind arising out of or in connection with the filming/taping pursuant to this permit.

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

- 1) As a condition of the film permit being issued, the permit holder acknowledges that they have voluntarily applied for a special event permit that in consideration of the privileges associated therewith, we agree to PROTECT, INDEMNIFY and HOLD HARMLESS, the City, its officers, agents and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.
- 2) We agree that this INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the laws of the State of Texas, and that if any portion is held invalid, then it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
- 3) This agreement contains the entire agreement of the undersigned and the City of Carrollton, and may not be modified or altered without the express written consent of the City of Carrollton.
- 4) This agreement is interpreted by Texas law and is performable for all purposes in the County of Dallas, State of Texas, the County of Collin, State of Texas or the County of Denton, State of Texas.

**ALL APPLICATION FEES ARE NON-REFUNDABLE** *All credit card transactions include a 3% Convenience Fee*

*I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. The issuance of any permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.*

Applicant printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone \_\_\_\_\_ Cell: \_\_\_\_\_

Email \_\_\_\_\_



## Application for Film Permit

Title of project: \_\_\_\_\_

Type of production:    Commercial \_\_\_\_\_                      Feature Film \_\_\_\_\_  
                                  Television \_\_\_\_\_                      Training Film \_\_\_\_\_  
                                  Public Service \_\_\_\_\_                      Other \_\_\_\_\_

Location of filming: \_\_\_\_\_

Date(s) of filming: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Other contacts, if applicable:

Production Office:

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Producer:

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location Manager:

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Texas Film Commission Representative: \_\_\_\_\_



**PRODUCTION REQUEST:** *(Attach additional sheets if necessary.)*

1. Production schedule and activities to include stunts, pyrotechnics, special effects, aerial photography, amplified sound or use of animals: (Give dates and times and rain dates. Hours should include set-up, holding of sets and restoration.)

2. Number of persons involved with the production, including cast and crew:

3. Anticipated need of City personnel, equipment or property:

4. Describe any areas in which public access will be restricted during production:

5. Describe alterations to property:

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

7. Location where crew will be fed, if not at production location:

8. Location where extras will be held, if not at production location:

9. Map of anticipated street closure(s) or other public area use.

**Final Step: Submit Application for Processing**

**Return completed pages 4, 5 & 6 and any additional production information to Marketing Services for approval, prior to film permit being issued from Building Inspections Department. Call 972-466-3596 for additional details.**