



## **GUIDELINES FOR FILMING IN SURFSIDE BEACH, TEXAS**

### **I. PURPOSE**

The following guidelines are intended to protect the personal and property rights of our Surfside Beach, Texas residents and businesses. The Mayor/City Secretary/Public Works Director/Police Chief reserves the right to impose additional regulations in the interest of public safety if deemed necessary.

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

### **II. VILLAGE CONTROL: MAYOR/CITY SECRETARY/PUBLIC WORKS DIRECTOR/POLICE CHIEF AUTHORITY**

The Mayor/City Secretary/Public Works Director/Police Chief 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 Mayor/City Secretary/Public Works Director/Police Chief 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 The Village of Surfside Beach, Texas shall have full control over the use of public streets and buildings of the Village while being used, as well as control over the hours of production and the general location of the production. The Village 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 Village 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 by the Mayor/City Secretary/Public Works Director/Police Chief.

### **III. PERMIT REQUIREMENTS**

Before filing an application for filming in Surfside Beach, the Office of the Mayor/City Secretary/Public Works Director/Police Chief must be contacted to discuss the production's specific filming requirements and the feasibility of filming in Surfside Beach.

Any commercial producer who desires to undertake a commercial production in Surfside Beach, Texas is required to complete and return the attached application for filming to the office of the City Secretary, within the time frames below, to meet the approval periods established by Village Council:

- **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.

**IV. FEES**

An application-processing fee of \$125.00 shall accompany each application for filming.

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

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

The Mayor/City Secretary/Public Works Director, 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 VILLAGE PROPERTY**

The Mayor/City Secretary may authorize the use of any street, right-of-way, or public building, use of Surfside Beach, Texas name, trademark or logo and/or use of Village 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 Mayor/City Secretary/Public Works Director/Police Chief 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 Village property, the Applicant agrees to reimburse the Village for inconveniences when using public property. Following is the rate schedule:

<b>Activity</b>	<b>Cost per Calendar Day</b>
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 Village parking lots, parking areas, and Village 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 Village of Surfside Beach, Texas, shall have full control over the use of its name, trademark, logo, public streets and buildings of the Village while any are being used, as well as control over the hours of production and the general location of the production. The Village 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 must be specifically approved by the Village so as to maintain traffic safety. On-street parking or use of public parking lots is subject to Village approval. The use of exterior lighting, power generators, or any other noise- or light-producing equipment requires on-site approval of the Mayor/City Secretary/Public Works Director/Police Chief.

**VIII. HOURS OF FILMING**

Unless permission has been obtained from the Mayor/City Secretary/Public Works Director/Police Chief 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. CERTIFICATE OF INSURANCE**

The producer shall attach a certificate of insurance, naming The Village of Surfside Beach, Texas 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.

**X. 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.

**XI. HOLD HARMLESS AGREEMENT**

The producer shall sign the following Hold Harmless Agreement holding the Village 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 that 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 Village of Surfside Beach, Texas, and that I and my firm will indemnify and hold harmless The Village of Surfside Beach, Texas 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 Village of Surfside Beach on behalf of the firm.*

Signed: \_\_\_\_\_

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

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

**THE VILLAGE OF SURFSIDE BEACH, TEXAS**

**Application for Commercial Filming**

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

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

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

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

**CONTACTS**

Production Office:

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Producer:

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Location Manager:

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**PRODUCTION** (*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 Village 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.

**Application completed by:**

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*The "Guidelines for Filming in Surfside Beach, Texas" apply to all filming activities, and the Office of the City Secretary may require the applicant to acknowledge receipt of the guidelines prior to approving this application.*