



TOWN OF LITTLE ELM FILM & PHOTOGRAPHY APPLICATION

Return To:	Town of Little Elm Department of Tourism & Communications 100 W. Eldorado Parkway, Little Elm, TX 75068	Phone: 214-618-1401 Email: specialevents@littleelm.gov Email: tourism@littleelm.gov
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If an Outdoor Film & Photography application is required in accordance with Town of Little Elm Codes and Ordinances, this application and any necessary attachments must be completed, signed, and forwarded to the Department of Parks and Recreation Special Events at least:

Before an Outdoor Film & Photography Permit is issued, the below non-refundable administrative fee may be required. If a fee is required, you will be **billed** by the Town of Little Elm after your application has been submitted.

You may call 972-731-3296 to make a payment.

Type:	Admin Fee:
Film and Photography Permitting	\$150

Additional fees may include staffing, rental, and equipment. Fees are made payable to the Town of Little Elm and accompany this form at the time of submission. The application should be filed a minimum of ten (10) business days prior to the start of filming. No film permit will be released until fees, production schedules, licenses, and a certificate of insurance are received by the Film Liaison.

1. Application Information:

Full Legal Name of Sponsoring/Producing Organization (Applicant):		Production Office:	
Street Address:			
City, State, Zip:			
Billing Address (if different from above):			
City, State, Zip:			
Applicant Contact:		Secondary Contact: Must be on-site during the event:	
Name:		Name:	
Title:		Title:	
Birth Date:	On-site Phone Number:	Phone:	On-site Phone Number:
Email:		Email:	
Organization/Event Website:			

2. Event Information:

Event Name/Title of Project: _____

Project Description: _____

Have you filmed in Little Elm in the past? Yes _____ No _____

If yes, please list past dates and locations below:

Past Film Location: _____

Past Film Location: _____

Past Film Location: _____

Current Film & Photography Detail Continued:

Event Date(s)	Setup Time:	Event Start Time:	Event End Time:	Breakdown Time:

Filming Location: Please circle below the rental space of interest:

Little Elm Park:

Playground Pavilion Beach Pavilion Amphitheater Beach Volleyball Courts
 Playground Volleyball Courts

Cottonwood Park:

Playground Pavilion (A or B) Performance Pavilion Pavilion C (next to Performance Pavilion)
 Lighthouse Pavilion (D) Day Use Pavilions (smaller)

Other Parks:

McCord Park Splash Pad Pavilion Beard Park Pavilion
 Union Park

Other Locations:

Please specify: _____

*Filming held on the Town of Little Elm Park property requires a park reservation and/or a Special Use Permit that may have additional fees. Please familiarize yourself with the Park Rental Information and Little Elm Park Rental Application / Policy to understand the conditions, limitations, and fees for events on the Park's property. Please contact the Parks and Recreation Department at 972-731-3296.

Will your film or photography be fully or partially held in Little Elm Park? Yes No

Is the production open to the public or private? Public Private

*Certain areas of the park cannot be completely blocked off

Filming Type: Please circle all that apply:

Commercial Corporate Documentary Feature Film
 Television Movie/Series Other: _____

Distribution: Local National Other: _____

Production Entertainment: Will your production have entertainment vendors? Please circle all that apply:

Live Music/Band Speeches/Presentations Bounce Houses 3rd Party Market Vendors
 Other: _____

3. Production Information

Please fill out the below section providing as much information about the filming production as possible.

Tents: A permit is required from the Department of Development Services and the Fire Department for tents larger than 400 sq. ft. or occupancy of over 50 people. ***A separate permit is required through the Department of Development Services**

If applied, please fill out the below tenting and entertainment information:

Commercial Tents:  Yes No	
Size:	Number of Tents:
Provider:	Contact & Phone Number:
Pop-Up/EZ Up Tents:  Yes No	
Size:	Number of Tents:
Provider:	Contact & Phone Number:
Inflatable Rides & Amusements: Yes No	
*Insurance of \$1,000,000 from vendor is required with the Town of Little Elm listed as an additional insurer. *Slip-n-slides, water balloons or water-based inflatables are NOT allowed in the park.	
Size:	Number of Inflatables:
Provider:	Contact & Phone Number:

Does your production need power? **Yes** **No**

Please describe your plan to provide power for the event. Access to power may be an additional fee. _____

Will filming involve closure, blocking, or using Town streets and/or parking lots? **Yes** **No**

If yes, please list all that apply: _____

If yes, please list all businesses that will be impacted: _____

What is the estimated need of Town personnel, equipment, or property?

If applicable, please list all that apply: _____

**The Production may be required to hire off-duty Little Elm Police Officers for security, crowd control, and traffic control during filming. Off-duty Firemen, engineers, or other personnel may also be required. The total number of officers or personnel working at the location will be determined by the Town of Little Elm. Please see "Filming Guidelines" for additional information.*

What is the number of people involved in the production, including cast and crew? _____

Where are the location(s) where cast & crew will be housed and fed? _____

What are the types the production vehicles/equipment? Please fill out the below production vehicle/equipment information:

**Note: From April 1 to Labor Day, a \$10 per car fee is charged to park in Little Elm Park. Season passes are available for residents (\$25) and non-residents (\$75) at Little Elm Recreation Center.*

Motorhomes/Buses:  Yes No	
Size:	Number of Motorhomes/Buses:
Contact:	Phone Number:
RV/Fifth Wheel:  Yes No	
Size:	Number of Tents:
Contact:	Phone Number:
Equipment Trailers:  Yes No	
Size:	Number of Equipment Trailers:
Contact:	Phone Number:
Personal Vehicles:  Yes No	
Number of Personal Vehicles:	
Main Contact to Coordinate:	Main Phone Number:

Will you need special accommodations or spaces coned for parking production vehicles? Yes No

Will your production need Portable Restrooms? Yes No

The event organizer is required to provide portable restrooms if sufficient public facilities are not available. It is recommended that a minimum of (1) portable restroom is provided per 150 people during peak event hours. 10% should be ADA-accessible. If alcohol is being served, a minimum of (1) portable restroom is recommended per 75 people during peak event hours.

Portable Restrooms: Yes No	
How many standards?	How many ADA?
Provider:	Contact & Phone Number:
Delivery Day/Time:	Pick-up Day/Time:



Will filming involve scenes that could be considered “questionable”, including public nudity, lewd or offensive language in public spaces?

Yes No

If yes, please explain: _____

Will pyrotechnics or special effects be involved in filming? Yes No

If yes, please explain and list the coordinator in charge (credentials and license will be required): _____

**Subject to approval by the Town of Little Elm’s Fire Department and Tourism & Communications Department.*

Will filming involve stunt driving or vehicle chase exceeding the posted speed limit or disobeying of other traffic laws?

Yes No

If yes, please explain: _____

Please describe any proposed alterations to public or private property: _____

Will your production involve a Drone? Yes No

**If yes, please refer to The Town of Little Elms Filming Guidelines and ensuring the FAA guidelines are being followed.*

Will your production have any Amplified Sound? Yes No

**Section 70-55 of the Town of Little Elm Code prohibits musical performances between the hours of 10:00 p.m. and 8:00 a.m. Sunday-Thursday and 11:00 p.m. and 8:00 a.m. on Friday and Saturday if the sound is plainly audible at a distance of 50 feet or more. You may be entitled to an exemption from certain restrictions of the Little Elm Noise Ordinance, provided this permit is issued and the use of amplified sound does not exceed the permitted hours of the outdoor special event. In no event shall any sound be amplified past 11:00 p.m. All music must be family friendly. No obscene wording or content is allowed. Any DJs will need to be approved and must provide \$1 Million insurance policy with the Town of Little Elm listed as an additional insurer.*

Please provide the date(s), start and end time of all amplified sound:

Date:	Start Time:	End Time
Date:	Start Time:	End Time:

Will you be managing your own waste and recycling? Yes No

Will you be using an outside vendor? Yes No

Name of Provider: _____

Permittee shall remove all litter caused by the production. The Town of Little Elm is a Leave No Trace town and requires vendors and organizers for festivals, special events, and official gatherings to provide trash containers at events where beverages in cans and/or bottles are sold. Local waste companies offer recycling services as well. **Filming & Photography deposits are directly linked to whether or not the area is clean.*

Please provide a copy of the production schedule. Schedules must include the film date, filming timeline, filming location/address, and activity description.

Please provide any social handles for your production:

Facebook: _____ Instagram: _____ TikTok: _____
 YouTube: _____ LinkedIn: _____ Other: _____

4. Additional Fees

If any of the following will be a part of your Production, please check the appropriate boxes. In doing so, you may be required to obtain additional permits or incur additional fees.

Please circle all that apply:

Alcohol	Alcohol	Pyrotechnics	Sound Amplification	Fencing
Portable RR's	Water Hydrant	Barricades	Traffic Cones	
Temporary Buildings	Animals	Electricity/Water		

Town department involvement could include, but is not limited to: The Town Manager's Office, The Department of Tourism & Communications, Little Elm Police Department, Little Elm Fire Department, Health & Food Safety, Engineering, and Code Enforcement.

Before signing this document, please be sure all information is complete and the following is included: Processing Fees, Certificate of Insurance, and other requested information. The Film Liaison will not submit for a permit if incomplete.

5. Insurance

INCLEMENT WEATHER EMERGENCIES:

In the event of Inclement Weather Emergencies in the area of the filming (Ex. Severe Thunderstorm Warning, Tornado Warning, or other Hazardous Weather Warning), any outdoor filming & Photography must activate an emergency plan. This plan must clearly identify the person(s) and contact information for event staff that will be on-site and is authorized to make command decisions related to emergencies. The event must always have a person on-site who can make command decisions about the delay, postponement or cancellation of the event. ****CANCELLATIONS must be made by 11:30 AM the Friday prior to the event and must be due to severe weather in order to get partial or full refunds.**

If your filming or photography is held on public property, the permittee shall at its own cost and expense pay all required premiums and fees required to furnish the Town with an insurance policy or policies for property damage and bodily injury showing out of any one accident or other cause in a sum of not less than **\$1,000,000 combined single limit or in the amount specified by the Town Risk Management Division**. The Town of Little Elm must be listed as additional insured. Address for the Town of Little Elm is 100 W. Eldorado Parkway, Little Elm, Texas 75068. Additionally, if alcohol is to be served, host liquor coverage will be required. Failure to provide a Certificate of Insurance to the Town may result in the cancelation of the Outdoor Special Event.

Please email your proof of insurance to: tourism@littleelm.gov

Signature, Certification & Release:

I certify that I am an authorized representative of the applicant, and the information that I have provided on this application and any attachments is true and accurate to the best of my knowledge. If this application is submitted electronically, I will submit any necessary attachments electronically or by hardcopy to the Department of Parks and Recreation Attn: Department of Tourism & Communications, using the Contact information on page 1 of this form. If the event plans change, I will submit a revised application or additional information accordingly.

Permittee shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save the Town, its officers, agents, employees, and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, and employees, including permittee's invitees.

I acknowledge that all information contained in this application is subject to public disclosure and that the Town has the right to cancel any event on public property when it is necessary to protect the health and safety of the general public.

Name and Title (if any) of Person Signing on Behalf of Applicant:

Date:

___By checking this box as an electronic signature, By signing this document, I certify that the information provided above is correct and I acknowledge having read and understood the information contained in this application and the "Filming in Little Elm Guidelines". I agree to conduct the filming in compliance with all applicable codes, ordinances, laws, and the conditions contained in the Film Little Elm Permit.

All documents received by the Parks and Recreation Department are public documents and subject to public disclosure in accordance with the Town of Little Elm and the State of Texas.

Outdoor Filming Point-of-Contact:

Tourism Department.....	214-618-3103
Special Events Manager.....	214-618-1401
Development Services and Permits	214-975-0439
Fire Department	214-975-0429
Marshal's Office	214-975-0417
Parks and Recreation Department	972-731-3296
Police Department – Traffic	214-975-0441
Public Works-Traffic Engineering	972-377-5559
Aquatics Supervisor	972-731-1466
Texas Alcoholic Beverage Commission	817-652-5912
Little Elm Health Permits	972-377-5541

Once complete, please save this application to your computer and email it to tourism@littleelm.org for review.

Town of Little Elm Permitting Fees:	
Film and Photography Permitting	\$150.00
Little Elm Streets Department Fees:	
Public Works Supervisor	\$45.00/hour (2-hour minimum)
Public Works Employee	\$40.00/hour (2-hour minimum)
Traffic Control Plan Review	\$300.00
Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area.	\$500 per day
Partial, non-disruptive use of a public building, park, right-of-way, or public area.	\$250 per day
Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking.	\$50 per day
Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking.	\$25 per day
Use of Town parking lots, parking areas, and Town streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles).	\$50 per day
Little Elm Police Department Fees:	
Police Supervisor	\$70.00 /hour (4-hour minimum)
Police Officer	\$60.00/hour (4-hour minimum)
Utility Vehicle	\$20.00/hour
Personal Watercraft Rental	\$25.00/hour
Watercraft Rental	\$50.00/hour
*Police vehicles cannot be utilized without hiring an officer.	
Little Elm Fire Department Fees:	
Fire Personnel Standby	\$50.00/hour (4-hour minimum)
Fireworks Discharge Permit (includes inspection)	\$250.00
Flame Effect, Theatrical Performance/Open Flame Permit	\$150.00
Fire/EMS Supervisor	\$50.00/hour (4-hour minimum)
Paramedic/EMT (minimum of 2 people, includes equipment)	\$50.00/hour (4-hour minimum)
Fire Apparatus Fee	\$135.00/hour
Little Elm Parks Maintenance Department Fees:	
Field Prep Fees:	
Beach prep fee *equipment included	\$100.00
Sand volleyball prep fee	\$50.00/court
Ballfield prep fee	\$50.00/field (1 time per day)
Multipurpose field prep fee	\$50.00/field
Trash & Cleaning Fees:	
Bags	\$35.00/case
Restroom cleaning & park attendant *multiple cleanings may apply	\$25.00/cleaning
Parks Maintenance Staff & Equipment Fees:	
Parks Supervisor *equipment included	\$45.00/hour (2-hour minimum)
Maintenance Staff *equipment included	\$40.00/hour (2-hour minimum)
Beach Tech	\$50.00/hour
Bucket Truck	\$35.00/hour
Fence Panels	\$2.00/panel
Amphitheater green room and access to 220v	\$100.00
Electricity (vendors)	\$100.00 (1-20 vendors) \$200.00 (21 or more vendors)
Little Elm Recreation Department Fees:	
Little Elm Special Event Fees:	
Alcohol Permit Fee *TABC permit not included	\$500.00



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Event Fee *over 250 people	\$500.00
Amplified Sound/DJ Fee	\$100.00
Bounce House Rental Fee	\$50.00
Event Deposit *Leave No Trace	\$250.00 (1-250 people) \$500.00 (251-500 people) \$1000.00 (501 and up)
Little Elm Development Services Fees:	
Temporary Health Permit	\$25.00/per vendor