



Application for Commercial Filming

Guidelines for Filming in Dripping Springs, TX

1. Purpose

The Guidelines contained in this article are intended to create a program for promoting economic development activity within the City of Dripping Springs and the vicinity of the City. The following Guidelines are also intended to protect the personal and property rights Dripping Springs residents and businesses, and to promote the public health, safety and welfare. The City Administrator reserves the right to impose additional regulations in the interest of public health, safety and welfare, or if otherwise deemed appropriate by the City Administrator.

These Guidelines cover requests for commercial use of City-owned property (including but not limited to streets, rights-of-way, 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.

2. City Authorizations

The City Administrator may authorize the use of any street, right-of-way, park, or public building, equipment or personnel for uses in the filming or taping of movies, television programs, commercials, or training films and related activities. In conjunction with these uses, the City Administrator may require that any or all of the standards, requirements, and/or fees herein and as specified on the application be met as a prerequisite to that use.

The City of Dripping Springs shall have exclusive authority to grant film permit applicants the use of public streets, rights-of-way, parks and public buildings of the City, as well as authority to regulate 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 in order to promote the public health, safety or welfare.

City departments shall be allowed to inspect all structures, property, devices and equipment to be used in connection with the filming and taping, as deemed appropriate by the City Administrator.

3. Permit Requirements

Before filing an application for filming in Dripping Springs, the City Administrator must be contacted to discuss the production's specific filming requirements and the feasibility of filming in Dripping Springs.



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Any film producer who desires to undertake a production in Dripping Springs is required to complete and return the application for filming to the City Administrator, within the time frames below:

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

With the application, the Permit Applicant shall supply written permission from each property owner on whose property the applicant plans to film.

4. Application Fee

An application processing fee of \$25.00 should accompany each application for filming in Dripping Springs.

The City Administrator may waive this fee upon proof of an organization's non-profit status.

5. Use of City Equipment and Personnel

The Permit Applicant shall pay for all costs of any Public Works or other City personnel assigned to the project (whether or not specifically requested by the production). Remuneration rates for the use of any City equipment, will be established on a case-by-case basis as determined by the City Administrator. The Applicant shall pay all costs in full within ten (10) days after receipt of an invoice for said costs. The City Administrator may, at the administrator's discretion, require an advance deposit for all costs related City personnel and/or the use of City equipment.

The City Administrator, in consultation with the Emergency Services District or the Hays County Sheriff's Office, 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 health, safety and welfare, which cost shall be borne entirely by the Applicant.

The Permit Applicant may be required to hire off-duty police officers and firefighters to be paid by the production company at a rate no less than one and one-half times their hourly rate.

6. Use of City Property

The City Administrator may authorize the use of any street, right-of-way, park or public building, and/or use of City equipment and/or personnel for commercial uses in motion picture production. In conjunction with these uses, the City Administrator may require that any or all of the conditions and/or remuneration as specified herein and on the application be met as a prerequisite to that use. A security or damage deposit may be required within the discretion of the City Administrator.

The City Council may authorize the use of the City of Dripping Springs logo.

The Permit Applicant shall reimburse the City for inconveniences when using public property. Following is the rate schedule:

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<u>Activity</u>	<u>Cost per calendar day</u> <u>maximum of hours/day</u>
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 block, per day
Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking	\$25 per block, per day
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, per day

The City of Dripping Springs, Texas, possesses and retains exclusive authority to grant the Applicant a revocable license for the use of its name, trademark, and logo, public streets, rights-of-way, parks and buildings of the City 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 in order to promote the public health, safety and/or welfare of the community.

7. Vehicles and Equipment

The Permit 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. The Permit Applicant shall seek approval for each location from the City Administrator. 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 Administrator.

8. Hours of Filming

Unless express written permission has been obtained from the City Administrator 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.

Saturday, Sunday and holidays: 8:00 a.m. to 8:00 p.m.



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9. Notification of Neighbors

The Permit Applicant shall provide a short, written description, approved by the City Administrator, of the schedule for the proposed production to the owners, tenants and residents of each property in the affected neighborhood(s). 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 owners, tenants and/or residents' comments, along with their signatures, addresses and phone numbers. Based upon this community feedback, and other appropriate factors considered by the City Administrator, the City Administrator may grant or deny the filming application.

10. Certificate of Insurance

The Permit Applicant shall attach a valid certificate of insurance, issued by a company authorized to conduct business in the state of Texas, naming the City of Dripping Springs and its agents, officers, elected officials, employees and assigns, as 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.

11. Damage to Public or Private Property

The Permit Applicant shall pay in full, within ten (10) days of 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.

12. Hold Harmless Agreement

The Permit Applicant shall sign a Hold Harmless Agreement provided by the City prior to any filming.



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Have you contacted us yet?

Before filing your application, please reach out to the Dripping Springs City Administrator to discuss your specific filming requirements.

Title of project: _____

Type of production: (feature film, television production, commercial, corporate, music video, etc.)

Proposed Filming Locations: (attach additional pages if necessary) _____

Date(s) of prep/filming: _____

Primary Contact

Name: _____

Cell Phone: _____

Email: _____



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Location Manager (if different from Primary Contact)

Name: _____

Cell Phone: _____

Email: _____

Production Company Information

Name of Production Company: _____

Address: _____

City/State/Zip: _____

Website: _____

Primary Contact's Name: _____

Primary Contact's Phone: _____

Primary Contact's Email: _____

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

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

Name: _____

Phone: _____

Email: _____

PRODUCTION *(Attach additional sheets if necessary.)*

1. Production schedule and activities, including 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.)



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2. Approximate number of persons involved with the production, including cast and crew: _____

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

4. Public areas in which public access will be restricted during production: _____

5. Describe alterations to public 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 filming location: _____

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

9. Please attach map of anticipated street closure(s) or other public area use.



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REQUIRED ATTACHMENTS

Please attach your certificate of insurance, your signed copy of the hold harmless agreement, a map of anticipated street closure(s) or other public area use, and written permission from each property owner on whose property you plan to film.

Applicant (production company representative):

_____ Date: _____

Name: _____

Title: _____

Application approved by Dripping Springs representative:

_____ Date: _____

The “Guidelines for Filming in Dripping Springs, Texas” apply to all motion picture production in Dripping Springs. The Office of the City Administrator may require the applicant to acknowledge receipt of the Guidelines prior to approving this application.



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Hold Harmless Agreement for Filming in Dripping Springs, TX

Title of project: _____

Primary Contact

Name: _____

Cell phone: _____

Email: _____

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 Dripping Springs, Texas. I and my firm hereby covenant and agree to release, defend, indemnify, and hold harmless the city, and its past, present, and future officials, officers, representatives, employees, and agents (in this section, the “City”) against and from, and will pay to the City, the amount of all actions, damages, claims, losses, or expense of any type, whether or not involving a third-party claim (collectively, “damages”) arising directly or indirectly from (i) any breach by myself or my company, employees or agents of any condition of this permit; or (ii) any third party claims relating to the filming activity that is the subject of this permit, **including any claim relating to the concurrent or sole negligence of the City.** I and my firm will defend the City against all such claims and the City will reasonably cooperate and assist in providing such defense. The City shall have the right to approve or select defense counsel to be retained by myself, the permit-holder, in fulfilling my obligations hereunder. The City reserves the right, but is not required, to provide a portion or all of its own defense at its own expense. I and my firm shall retain city-approved defense counsel within 10 business days of written notice that the city is invoking its rights to defense and indemnification, and if I do not do so, the city may retain its own defense counsel. This section survives the termination of the permit, subject to appropriate statutes of limitations, as they may be tolled or extended by agreement or operation of law. I and my firm will not settle any claim against the City without the written consent of the city, which shall not be unreasonably withheld; however, limits on future government action and precedential considerations related to or potentially arising from any proposed settlement are among reasons on which the City may base refusal to consent to any proposed settlement.

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 of Dripping Springs, Texas on behalf of the firm.

Signed: _____

Title: _____

Date: _____

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