



Guidelines for Filming in Rockdale, Texas

Adopted by City Council on November 12, 2012



Guidelines for Filming in Rockdale, TX

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Guidelines for Filming in Rockdale, Texas

I. PURPOSE

The guidelines contained in this document are intended to create a program for promoting economic development activity within the City of Rockdale, Texas, a home rule municipal subdivision ("City") and in the City vicinity. The following guidelines are intended to protect the personal and property rights of our residents and businesses and to promote the public health, safety and welfare. The City Manager reserves the right to impose additional regulations in the interest of public health, safety and welfare if deemed necessary.

These guidelines cover requests for commercial use of City-owned property (including but not limited to streets, right-of-ways, 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 feature films, television programs, commercials, music videos, training films and related activities.

II. CITY CONTROL/CITY MANAGER AUTHORITY

The City Manager 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 Manager may require that any or all of the conditions as specified on the application be met as a prerequisite to any use.

The applicant (Applicant listed on the Application for Commercial Filming) agrees that the City of Rockdale 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 and full control over the use of public streets and buildings of the City while being used. 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.

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 by the City Manager.

III. PERMIT REQUIREMENTS

Before filing an application for filming the Office of the City Manager must be contacted to discuss the production's specific filming requirements and the feasibility of filming.

Any person or entity filming in the City must properly complete and return the Application to the Office of the City Manager, for:

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

IV. USE OF CITY EQUIPMENT AND PERSONNEL

The City Manager shall have the authority to require police or fire personnel or equipment if it is determined to be in the best interest for public safety or in the best interest of public health and welfare.

V. USE OF CITY PROPERTY

The City Manager may authorize the use of any street, right-of-way, public building, name, trademark or logo, 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 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 by the city manager based on production activity.

The applicant agrees that the City of Rockdale shall have full control over the use of the name, trademark and logo, 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 hazardous to the public health, safety or welfare.

VI. EQUIPMENT AND VEHICLES

The applicant shall provide a full and complete list of the number of vehicles and types of equipment to be used during the filming including their proposed hours of use and their proposed parking locations. All parking locations must be approved by the City Manager. The use of exterior lighting, power generators, or any other noise or light producing equipment requires on-site approval of the City Manager

VII. HOURS OF FILMING

Unless permission has been obtained from the City Manager in advance and affected property owners are notified, filming will be limited to 7:00 am until 9:00 pm on any day unless prior authorization to film at times other than 7:00 am until 9:00 pm is approved by the city manager.

VIII. NOTIFICATION OF NEIGHBORS

The applicant shall provide a short written description of the schedule, approved by the City Manager, for the proposed production to the owners and residents of each property in the affected neighborhood (as defined by boundaries set by the City Manager). The applicant, or his designee, shall talk with owners and residents of all such property and submit as part of the application a report noting any owner or resident's reaction along with the address and phone numbers of all such property owners and residents and their signatures.

IX. CERTIFICATE OF INSURANCE

The producer shall attach a certificate of insurance, issued by a company authorized to conduct business in the state of Texas, naming the City of Rockdale 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 million umbrella insurance; and automobile liability (if applicable) in an amount not less than \$1,000,000 including bodily injury and property damage.

X. 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 any and 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.

XI. HOLD HARMLESS AGREEMENT

The Applicant shall sign the following Hold Harmless Agreement holding 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 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 Rockdale, and that I and my firm will indemnify and hold harmless The City of Rockdale 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.

Signed: _____

Title: _____

Date: _____



City of Rockdale

Application for Commercial Filming

Name of Applicant: _____

Title of commercial/film/photo shoot _____

Type of production: commercial _____ feature film _____
 Television _____ training film _____
 Public service _____ other _____

Location of filming: _____

Date(s) of filming: _____

CONTACTS

Production Office:

Name: _____
Address: _____
City: _____ State: _____ ZIP _____
Phone: _____ Fax: _____

Producer:

Name: _____
Address: _____
City: _____ State: _____ ZIP _____
Phone: _____ Fax: _____

Location Manager:

Name: _____
Address: _____
City: _____ State: _____ ZIP _____
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 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:

Application completed by:

Name/Title: _____ Date: _____

Approved by: _____ Date: _____

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