



Town of Fairview, Texas Film Permit Application

Date of Application: _____

Any production company, business or individual (“Applicant” or “Film Company”) wishing to conduct a film shoot and related operations shall obtain a Film Permit. For purpose of this Film Permit Application, a “film shoot” means to perform or undertake any activity in a public place within the corporate limits of the Town of Fairview (“Town”) which constitutes, in whole or in part, a component part of or necessary preparation for the process of recording moving images onto a tangible medium, including but not limited to motion picture photographic film, videotape, videodisc, or digitized storage of video data. A “film shoot” does not include “home movies” or “home videos” not intended for commercial rebroadcast or viewing.

Please provide the following information pertaining to the Film Shoot. After completion of the items listed herein, return this form for processing and distribution to:

Town of Fairview
Attn: Communications and Marketing Manager
372 Town Place
Fairview, Texas 75069

****This form must be returned not less than thirty (30) days prior to filming.****

Film Company is responsible for acquiring any additional permits or permission required if any portion of Film Shoot lies outside of the jurisdictional limits of the Town of Fairview. If requested, Film Company shall provide evidence of additional required permits or permission.

SECTION 1: FEES

The Film Permit fee is Twenty-Five Dollars (\$25.00), with the actual amount to be estimated to cover all Town time and expenses, payable upon submission of this Permit Application.

All fees must be in the form of Cash or Check, made payable to the Town of Fairview and accompany this form at the time of submission. No film permit will be released until fees, permits, licenses, and certificates of insurance are received in the Town of Fairview Office of Special Events. The Town of Fairview must be shown as additional named insured on the insurance declaration.

Description of Film being shot:

SECTION 5: FILMING LOCATION, LAYOUT & PARKING PLAN

Physical Address: _____

List the street(s) and block number(s) affected by filming and proposed closures.

Parking: Describe area to be utilized, including specific location and access, how many and what type of vehicles are expected and who is responsible for coordination of parking operations. Also, describe any blocking of parking spaces.

Location of base camp:

SECTION 6: TRAFFIC CONTROL

Please describe the area of usage, streets/alleys involved, requested modifications of standard usage, type of controls needed, Police, cones, barricades, flags, etc. Please clearly describe the location and duration of any requested street closings. **A traffic plan must be included in this Film Permit Application.**

- All traffic laws shall be adhered to by Film Company; the only exception is where traffic flow is otherwise clearly designated and controlled.
- Film Company understands that street closures are a matter of public health and safety and are completely within the discretion of the Fairview Police Department. Street closings may require additional permitting.
- Film Company must provide written notice, not less than **48** hours in advance, to any affected property owners of any street closings and the duration of the closings.

SECTION 7: OTHER INFORMATION

Is the location Town owned? If so, please detail.

General Signage: Describe. All signage must be removed within 24 hours of the completion of the event. No signs are allowed in the right of way.

Will pyrotechnics or special effects be involved in filming? If so, please explain and list the SPFX coordinator in charge (credentials and license will be required).

Please describe any activities that are planned for the film shoot which may pose a danger to public health and safety, whether directly or indirectly (fires, car chases, loud noises, visual displays that would be alarming to the general public, and explosions).

Will filming involve or require any stunt driving activity; vehicle chase, exceeding the posted speed limit by more than 50 MPH or violations of other traffic laws? If so, please explain. (Lock up plan and map will be required).

SECTION 8: OTHER PERMITS & FEES

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

- Alcohol
- Food/Beverage
- Fireworks
- Streets
- EMS
- Park Property
- Police Officers
- Tent(s)
- Barricades
- Special Parking
- Electricity
- Stage
- Water Hydrant
- Traffic Cones
- Fencing
- Portable RR's
- Animals
- Helicopter Landing

SECTION 9: ALCOHOL

If alcohol will be served, the Applicant is required to obtain a temporary alcohol permit from TABC and present the permit for approval to the Town of Fairview Town Secretary located at the Fairview Town Hall 372 Town Place Fairview, Texas 75069.

SECTION 10: PUBLIC NOTIFICATION

Film Company must provide written notice, not less than **48 hours** in advance, to all owners or occupants of real property abutting the boundaries of the area in which the filming will be conducted. The notice must include the following information: (1) filming date, time and location on production letterhead; (2) the contact name & phone number of location scout or producer; (3) brief description of what the filming will involve; (4) an application for a filming permit has been filed; (5) any street closures and the duration of the closings.

SECTION 11: INSURANCE

The Applicant shall procure and keep in full force and effect for the duration of the filming, minimum insurance issued by an insurance company approved by the State of Texas and acceptable to the Town and issued in the standard form approved by the Texas Department of Insurance. **All provisions of each policy must be acceptable to the Town and name the Town of Fairview and its officers and employees as additional insured.** Insured must provide a waiver of subrogation to the Town of Fairview, its officers, employees for bodily injury (including death), property damage or any other loss. An original Certificate of Liability Insurance must be submitted with the application.

**Town of Fairview, its officers and employees
372 Town Place
Fairview, Texas 75069**

1. **Workers Compensation:** If filming in or on Town-owned facilities or premises, then, Workers' Compensation with statutory limits; **Employers Liability** with minimum limits for bodily injury: a) by accident, \$100,000 per each accident, b) by disease, \$100,000 per employee with a per policy aggregate of \$500,000.
2. **Business Automobile Liability Insurance** covering owned, hired, and non-owned vehicles, with a minimum combined bodily injury (including death) and property damage limit of \$500,000 per occurrence.
NOTE: If filming involves "extended car chases", then, minimum limit of \$3,000,000 per occurrence.
3. **Aircraft Liability Insurance:** If the filming involves the use of aircraft, then, Aircraft Liability Insurance for owned, hired, and non-owned aircraft with a minimum limit of \$5,000,000 per occurrence.
4. **Commercial General Liability Insurance** including, but not limited to, Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability with minimum combined bodily injury (including death) and property damage of limits of \$1,000,000 per occurrence, \$1,000,000 general aggregate.
NOTE: If filming in a "Town facility or premises", then, minimum limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate.
NOTE: If filming involves the use of **pyrotechnics, explosives or fireworks, then \$5,000,000 per occurrence, \$5,000,000 general aggregate.**
5. **Liquor Liability Insurance:** If alcoholic beverages are sold, served or otherwise made available, then, Liquor Liability Insurance with minimum limits of \$1,000,000 each claim.

Production Company agrees that with respect to the above required insurance, all insurance contracts and certificate(s) of insurance will contain and state, in writing, the following required provisions: a) name the Town of Fairview and its officers, employees, and elected representatives as additional insured to the Commercial General Liability and Business Automobile Liability policies; b) state that coverage shall not be cancelled, non-renewed or materially changed except after thirty (30) days written notice by certified mail to:

Town of Fairview
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372 Town Place
Fairview, Texas 75069

SECTION 12: SECURITY & CROWD CONTROL

The Applicant may be required to hire off duty Fairview Police Officers for security, crowd control, and traffic control during filming. The total number of police officers working at the location will be determined by the Fairview Police Department, using industry specific planning variables.

SECTION 13: VIOLATION OF PERMIT REQUIREMENT OR TOWN ORDINANCE:

The Film Permit is not a property right. The Town of Fairview reserves the right to suspend or otherwise halt any Film Shoot (including but not limited to suspension or revocation of a Film Permit) that violates any Town ordinance, code or deviates from the terms and conditions of this Permit.

The film permit shall also be denied or revoked if the town manager or his/her designee, chief of police department, or the chief of the fire department determines the activity poses a serious threat to public health, safety or welfare.

SECTION 14: INDEMNIFICATION

The Film Company shall indemnify and hold harmless the Town of Fairview, its officers, agents and employees, from and against any and all claims, losses, damages, causes of action, suits and liability of any kind, including all expenses of litigation, court costs and reasonable attorney's fees, for injury or death of any person or for damage to any property that arise out of or in connection with the activities performed by Film Company within the Town of Fairview, whether such injuries, death or damages are caused by the negligence or intentional acts of the Film Company or the negligence of the Town of Fairview, or the joint negligence of Town and Film Company.

SECTION 15: ACKNOWLEDGEMENT/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. I agree to conduct the filming in compliance with all applicable codes, ordinances, laws and the conditions contained in the Film Permit.

Applicant's Signature: _____ Date: _____

APPLICATIONS WITH MISSING INFORMATION WILL NOT BE PROCESSED.

<p>For Official Use Only:</p> <p>Date Received: _____ Check #: _____</p> <p>Film Event Number: _____</p> <p>Response Date: _____</p>

The following **MUST BE INCLUDED** with the application at time of submission. Incomplete applications will not be processed.

- ✓ Processing Fee
- ✓ Certificate of Insurance
- ✓ Other requested information