



Guidelines for Filming LIBERTY HILL, TEXAS

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LIBERTY HILL, TEXAS**

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Guidelines for Filming LIBERTY HILL, TEXAS

I. PURPOSE

The guidelines contained in this document are intended to create a program for promoting economic development activity within the City of Liberty Hill, Texas, a General Law Municipality ("City") and surrounding area. The following guidelines are intended to protect the personal and property rights of residents and businesses and to promote public health, safety and welfare. The City Manager and Liberty Hill Economic Development Corporation (LHEDC) Director reserve 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 effect 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 AUTHORITY

The City Manager and LHEDC Director 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 and LHEDC Director may require 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 Liberty Hill 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 agrees to allow the respective City Departments (i.e., Police, Fire, Building, Parks & Recreation, Public Works) to inspect all structures and/or devices and equipment to be used in connection with filming and taping if required by the City Manager and / or LHEDC Director. .

III. PERMIT REQUIREMENTS & FEES

Before filing an application for filming the Office of the City Manager and LHEDC Director must be contacted to discuss the production 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 and LHEDC Director (1120 Loop 332 – Liberty Hill), for:

- Commercials, episodic television, photo shoots and / or videos 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.

IV. USE OF CITY EQUIPMENT & PERSONNEL

The City Manager and LHEDC Director 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 and LHEDC Director may authorize the use of any street, right-of-way, public building, name, trademark and / 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 and LHEDC Director 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 and LHEDC Director based on production activity.

The applicant agrees that the City of Liberty Hill, Texas shall have full control over the use of the name, trademark and / or logo, public streets and buildings of the City while being used, as well as control over the hours of production and general location of 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 & 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 and LHEDC Director. The use of exterior lighting, power generators or any other noise or light producing equipment requires on-site approval of the City Manager and / or LHEDC Director.

VII. HOURS OF FILMING

Unless permission has been obtained from the City Manager and LHEDC Director in advance and effected 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 or LHEDC Director.

VIII. NOTIFICATION OF NEIGHBORS

The applicant shall provide a short written description of the schedule, approved by the City Manager and LHEDC Director, for the proposed production to the owners and residents of each property in the affected neighborhood (as defined by boundaries set by the City). The applicant, or his/her 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 Liberty Hill, Texas 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 filming in the City of Liberty Hill and restore the property to its original or better condition 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 hereby certify that I represent the firm(s) which will be performing the filming / taping of 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 Liberty Hill, Texas and that I and my firm will indemnify and hold harmless the City of Liberty Hill, 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 have read and understand all information provided to me regarding filming / taping in Liberty Hill, Texas.

Name _____

Signature _____

Title _____

DL # _____

Date _____

Application for Commercial Filming

LIBERTY HILL, TEXAS

Name of Applicant _____

Title of commercial / film / photo shoot _____

Production Type:

- Feature Film
- Television
- Public Service
- Training Film
- Commercial
- Other _____

Location of Filming _____

Date of Filming _____

CONTACT INFORMATION

PRODUCTION OFFICE (Attach Business Card)

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Email _____
Website _____

PRODUCER (Attach Business Card)

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Email _____
Website _____

MANAGER (Attach Business Card)

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Email _____
Website _____

TEXAS FILM COMMISSION REPRESENTATIVE

Name _____
Email _____

PRODUCTION (Attached additional sheets if necessary)

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, holing of sets and restoration).

Number of persons involved with the production, include cast and crew

Anticipated need of City personnel, equipment or property

Describe any area(a) in which public access will be restricted during production

Describe alterations to property, if any

Number and type of production vehicles to be used and location(s) where vehicles will be parked

Location where crew will be fed, if not at production location

Will food be catered? If so, how many food trucks, etc. will be used

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 Liberty Hill, Texas" apply to all filming activities, and the Office of the City Manager and LHEDC Director may require the applicant to acknowledge receipt of the guidelines prior to approving this application.