

Guidelines for filming in Pflugerville, Texas

I. Purpose

The guidelines in this policy are intended to create a program for promoting economic development activity within Pflugerville and vicinity of the city, to protect the personal and property rights of Pflugerville, Texas residents and businesses. The City Manager reserves the right to impose additional regulations in the interest of public health, safety and welfare, or if otherwise deemed appropriate by the City Manager.

II. City Control / City Manager Authority

The City Manager may authorize the use of any street, right-of-way, park 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 and/or remuneration herein and as specified on the application be met as a prerequisite to that use.

The Applicant agrees that the City of Pflugerville shall have exclusive authority to grant the Applicant 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.

The Applicant shall allow City department (police, building etc..) to inspect all structures, property, devices and equipment to be used in connection with the filming and taping, as deemed appropriate 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 feasibility of filming in Pflugerville, Tx.

Any commercial producer who desires to undertake a commercial production in Pflugerville is required to complete and return the attached application for filming to the Office of the City Manager within the time frame below:

- **Commercials or episodic television:** a minimum of two 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. Fees

An application processing fee of \$25 should accompany each application for filming in Pflugerville. (check payable to the City of Pflugerville or credit card accepted).

The City Manager may waive this fee upon proof of an organization’s non-profit status, or any other reason deemed appropriate.

V. Use of City Equipment and Personnel

The Applicant shall pay for all costs of any Police, Public Works, or other City personnel assigned to the project (whether or not specifically requested by the production). Remuneration rates for the use of city equipment including police cars will be established on a case-by-case basis as determined by the City Manager. The Applicant shall pay all costs in full within 10 days of receipt of an invoice for said costs. The City Manager may require an advance deposit for all costs related to City personnel and/or the use of City equipment.

The City Manager shall have the authority to stipulate additional police/fire requirements and level of staffing 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. Off-duty police officers and firefighters shall be paid by the production company at a rate no less than one and one-half times their hourly rate.

VI. The Use of City Property

The City Manager may authorize the use of any street, right-of-way, park or public building, use of Pflugerville’s name, trademark or logo and/or use of City equipment and/or personnel for commercial uses in the production 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 the conditions and/or remuneration as specified herein and the application be met as a prerequisite to that use. A security or damage deposit may be required within the discretion of the City Manager.

The Applicant shall reimburse the City for inconveniences when using public property.

Rate Schedule:	Cost per calendar day
Total or disruptive use (regular operating hours) of a public building, park, right-of-way	\$500
Partial non-disruptive use of a public building, right-of-way, or public area	\$250
Total closure or obstruction of a public street or right-of-way, including parking lots and on-street parking	\$50 per block
Partial closure or obstruction of public street or right-of-way, including parking lots	\$25 per block and on-street parking
Use of City parking lots, parking areas and City streets (to park film trailers, buses, catering trucks and large vehicles)	\$50 per block

The Applicant acknowledges and agrees that Pflugerville 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 general location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming to promote the public health, safety and/or welfare.

VII. Special Equipment and Vehicles

The 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. Such locations will need to be specifically approved by the City Manager. 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 Manager.

VIII. Hours of Filming

Unless express written permission has been obtained from the City Manager in advance and affected property owners, tenants and residents have been notified, filming will be limited to the following hours. Monday through Friday 7 a.m. – 9 p.m. and Saturday, Sunday and holidays 8 a.m. to 8 p.m.

IX. Notification of Neighbors

The Applicant shall provide a short written description, approved by the City Manager, of the schedule for the proposed production to the owners, tenants,, and residents of each property in the affected neighborhoods. The Applicant, or his or her designee, shall use their best efforts to notify each owner, tenant and resident of all such property and submit a report noting each owner, tenant or resident's comments, along with their signatures, addresses and phone numbers. Based upon this community feedback, and other appropriate factors considered by the City manager, the City Manager may grant or deny the filming application.

X. Certificate of Insurance

The 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 Pflugerville and its agents, officers, elected officials, employees and assigns, as additional insured, in an amount not less than \$1 million general liability, including bodily injury and property damage with a \$5 million umbrella and automobile liability (if applicable) in an amount not less than \$1 million including bodily injury and property damage.

XI. Damage to Public or Private Property

The Applicant shall pay in full, within 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.

XII. Hold Harmless Agreement

The Applicant shall sign the following Hold Harmless agreement holding the City harmless from any claim that may arise from their use of designated public property, right-of-way or equipment in conjunction with the permitted use:

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 Pflugerville, Texas, and that I and my firm will indemnify and hold harmless the City of Pflugerville, Texas and its elected officials, officers, servants, employees, successors agents, departments and assigns from any and all losses, damages, expenses, costs and/or claims, of every nature and kind arising out of or in connection with the filming/taping and other related activities engaged in pursuant to this Application.

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 Pflugerville on behalf of the firm.

Signed: _____

Title: _____

Date: _____

The City of Pflugerville, Texas



Application for Filming

Title of Project:

Type of production:

Commercial ____

Feature film ____

Television ____

Training Film ____

Public Service Announcement ____

Other _____

Location of Filming

Dates of filming

Time

Contacts

Production office

Name: _____

Address: _____

Phone: _____

Onsite Cell Phone _____

Producer:

Name: _____

Address: _____

Phone: _____

Onsite Cell Phone _____

Location Manager

Name: _____

Address: _____

Phone: _____

Texas Film Commission Representative: _____

Production *(attached 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 setup, 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) Alterations to property

- 6) Number and type of production vehicles to be used and locations 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:

- 9) map of anticipated street closures and or other public area use

Application completed by:

Name/Title: _____

Date: _____

Approved by _____

Date: _____

The rules for filming in Pflugerville, Texas apply to all filming activities and the Office of the City Manager may require the applicant to acknowledge receipt of the Rules prior to approving this application.