

## Film Shoot Questionnaire for Permit

Once complete please return to:

General Services

Mark Acevedo

[macevedo@addisontx.gov](mailto:macevedo@addisontx.gov)

Phone: 972-450-2848

Fax: 972-450-2825



**Film Shoot Questionnaire for Permit**

**(Please fill out and return to macevedo@addisontx.gov)**

**Production Company:** \_\_\_\_\_

- Primary contact: \_\_\_\_\_
- Company/address/phone/fax/email \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purpose of shoot:**

**Date/Time/Locations:**

**Does this block traffic or streets (time/location)**

**Area residents and businesses notified**

- Who will notify: \_\_\_\_\_
- How will they be notified: \_\_\_\_\_

**Addison Support (Depending on what is needed, there may be Fees associated for additional support for:**

- Police
- Fire
- Streets
- Parks
- Utilities
- Conference Centre
- General Services

**Insurance certificate on file naming Town as additionally insured:**

**YES**\_\_\_\_ **NO**\_\_\_\_\_

**Film Crew**

- Number of people: \_\_\_\_\_
- Parking: \_\_\_\_\_
- Food/beverage: \_\_\_\_\_
- Restrooms: \_\_\_\_\_

**Support equipment**

- Trucks: How many? \_\_\_\_\_
- Trailers: How many? \_\_\_\_\_



## Filming in Addison

### Frequently Asked Questions

**Q: Who do I contact about filming in Addison?**

A: All filming questions and requests for a Film Permit should be directed to the Director of General Services, Mark Acevedo. Email address: [macevedo@addisontx.gov](mailto:macevedo@addisontx.gov) : 972-450-2848. ***Please notify us of any film shoot taking place in Addison even if a permit is not required.***

**Q: When is a film permit needed?**

A: A permit to film is required for any commercial or student film, video or still photography, that:

- Is on Town of Addison property including Town facilities, Addison Airport, parks and bridges.
- Requires traffic control, crowd control or may impede the normal flow of foot traffic on a sidewalk or ingress and egress to a business.
- Requires parking in restricted areas or involves vehicles that impede the normal flow of traffic.
- Other unique circumstances may require a permit based on staffs evaluation of the project.

**Q: Is there an application to receive a film permit to film in Addison?**

A: Yes.

**Q: Is there a fee to film in Addison?**

A: Currently there is **not** a fee to film on Town of Addison Property (Parks, Conference and Theatre Centre, Town Buildings, etc). **But a valid permit is required.**

**Q: Is insurance required to receive a permit?**

A: Yes. If filming will take place on Town of Addison property you must have a certificate of insurance on file maintaining a minimum of \$1,000,000 in General Liability and Property damage with The Town of Addison named on the certificate as additionally insured.

**Q: When is police assistance required for filming?**

A: Off-duty Addison police officers will be required to be with you at the film location if the shoot requires traffic control, street closures, crowd control, stunts, pyrotechnics, weapons and if actors would be portraying uniformed personnel. There may be other situations where Addison police would be required. Each shoot will be evaluated on a case by case basis.

**Q: How do I arrange for off-duty Addison police or EMT assistance?**

A: Contact Mark Acevedo and he will direct you to the appropriate person in the Addison Police Department.

**Q: How long does it take to receive a film permit?**

A: Please allow 2-3 working days to process a permit depending on the complexity of the shoot.

**Q: How can I film at the Addison Airport?**

A: You will need both a permit from the Town of Addison as well as a permit from the Addison Airport. Contact information for the Airport permit may be obtained through Mark Acevedo at [macevedo@addisontx.gov](mailto:macevedo@addisontx.gov).

**Q: Is a permit required for a student film shoot in Addison?**

A: Yes, a student film shoot does require a permit. Student films must submit a letter on school letterhead signed by the instructor or other school representative. Student film shoots have the same insurance requirements.

## **IMPORTANT INFORMATION**

### **PLEASE READ BEFORE SUBMITTING APPLICATION**

#### **SECTION 6: SECURITY, CROWD CONTROL AND TRAFFIC CONTROL**

The applicant may be required to provide 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 Addison Police Department, using industry specific planning variables.

#### **SECTION 9: TEXAS ALCOHOLIC BEVERAGE COMMISSION (TABC)**

If alcohol will be available through the production company, caterer and/or craft services, the applicant is required to obtain a temporary alcohol permit from TABC located at 8700 Stemmons Freeway, Suite 460, Dallas, Texas 75247, (214) 678-4000. [www.tabc.state.tx.us](http://www.tabc.state.tx.us).

#### **SECTION 10: PUBLIC NOTIFICATION**

The applicant shall, at least 3 days before the filming occurs, deliver written notice 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) Contact name & phone number of location scout or producer
- 3) Brief description of what the filming will involve.
- 4) An application for a commercial filming permit has been filed
- 5) Interested persons may contact the Town of Addison General Services Department at P.O. Box 9010 Addison, Texas 75001, (972) 450-2800.

#### **SECTION 13: DENIAL OR REVOCATION**

The office of the General Services Department shall deny or revoke any commercial filming if the applicant makes a false statement of the material fact on the application or fails to comply with or the activity is in violation of any provision of the commercial filming permit, or any other applicable law. The commercial filming permit shall also be denied or revoked if the General Services Director, Chief of Police, or the Chief of the Fire Department determines the activity poses a serious threat to public health, safety or welfare. If a commercial filming permit is denied or revoked, the General Services Department shall notify the applicant by phone and by Certified Mail, return receipt requested, notice of the denial or revocation and of the right to an appeal and instructions on how to file an appeal with the Town of Addison.

## **SECTION 14: INSURANCE & INDEMNIFICATION**

The applicant shall procure and keep in full force and effect for the duration of the filming, minimum insurance written by an insurance company approved by the State of Texas and acceptable to the city and issued in the standard form approved by the Texas Department of Insurance. All provisions of each policy must be acceptable to the city and **name the Town of Addison and its officers, employees and elected representatives as additional insured.** Insured must provide a waiver of subrogation to the Town of Addison, 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.**

### **Insurance Requirements:**

1. **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:
  - A) \$1,000,000 per occurrence
  - B) \$1,000,000 general aggregate

**NOTE:** If filming in a Town facility or premises”, the minimum limits of:

- A) \$1,000,000 per occurrence
- B) \$2,000,000 general aggregate
- C) \$250,000 fire legal liability

**NOTE:** If filming involves the use of pyrotechnics, explosives or fireworks, then:

- A) \$3,000,000 per occurrence
- B) \$3,000,000 general aggregate

2. **Business Automobile Liability Insurance** covering owned, hired, and on-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: \$300,000 per occurrence.

3. **Workers Compensation:** If filming in a “Town facility or premises,” then Workers’ Compensation with statutory limits: Employers Liability with minimum limits for bodily injury:
  - A) \$100,000 by accident per each accident
  - B) \$100,000 by disease per employee
  - C) \$500,000 per policy aggregate

4. 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
  
5. Liquor Liability Insurance: If alcoholic beverages is sold, served or otherwise made available, then Liquor Liability Insurance with minimum limits of: \$1,000,000 each claim.

Event Producer/Production Company agree 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 Addison 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 Addison General Services Department P.O. Box 9010 Addison, TX 75001 Attn: Mark Acevedo, Director of General Services

#### **INDEMNIFICATION**

As a condition of a Commercial Filming Permit being issued, the permit holder agrees to indemnify, defend and hold harmless the Town of Addison and all of its officers and employees against any and all suites, causes, of action or claims for injuries, damages, costs and expenses to persons or property, whether public or private, that may arise out of or be constituting a part of the special event, or any activity constituting a part of the special event, or any act, omission or misconduct of the permit holder or his agents, representatives, contractors, or employees. The permit holder agrees to discharge any and all judgments that may be rendered against the Town of Addison or its officers and employees in connection with any suite, cause of action, or claim after the judgment becomes final and unappealable.

#### **OFFENSES OR PENALTIES**

An applicant/person commits an offense if he/she commences or conducts a special event or commercial filmed without a special event permit or commercial film permit or in violation of any provision of the special event/film permit, Chapter 67, "Special Events" of the Town of Addison City Code, or any other applicable law.

Each offense is punishable by a fine not to exceed \$2,000 for each violation of a provision governing fire safety, zoning, public health, sanitation, including dumping of refuse, and \$500 for each violation of all other provisions.

#### **RIGHTS TO PHOTOS**

Filming company is granted the irrevocable right to use the recordings taken by company in perpetuity.