

## EXHIBIT "A"



### **Guidelines for Filming in Bastrop, Texas**

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Attachment:

**Application for Commercial Filming**

# Guidelines for Filming in Bastrop, Texas

## I. PURPOSE

The following guidelines are intended to protect the personal and property rights of Bastrop, Texas residents and businesses. The City Manager reserves the right to impose additional regulations in the interest of public safety if deemed necessary.

These guidelines cover requests for commercial use of City-owned property (streets, right-of-ways, parks, public areas, and public buildings), commercial use of private property which may affect adjacent public or private property, equipment and personnel in the filming of movies, TV shows, commercials, and related activities.

## II. CITY CONTROL/CITY MANAGER AUTHORITY

The City Manager may authorize the use of any street, right-of-way, park, public area, 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 as specified on the application be met as a prerequisite to that use.

The applicant agrees that The City of Bastrop, Texas shall have full control over the use of 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 detrimental to the public health, safety and welfare.

The applicant shall agree to allow the respective City departments (i.e., Police, Fire, Building, etc.) 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 in Bastrop, Texas, the 'Film Friendly Liaison,' located at the office of the Film Commissioner, must be contacted to discuss the production's specific filming requirements and the feasibility of filming in Bastrop, Texas at (512)332-8984.

Any commercial producer who desires to undertake a commercial film or tape production in Bastrop, Texas is required to complete and return the attached application for filming to the Film Friendly Liaison for:

- **Commercials or episodic television** 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.

**The City Manager shall retain final approval of all aspects of film-related activity in Bastrop, Texas and may waive these requirements if deemed necessary and appropriate.**

## IV. FEES

An application processing fee of \$50.00 should accompany each application for filming in Bastrop, Texas.

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

**V. USE OF CITY EQUIPMENT AND PERSONNEL**

The applicant will agree to pay for the costs of any Police, Fire, Public Works, or other City personnel assigned to the project (whether specifically requested by the producer or not). Remuneration rates for the use of any City equipment, including police squad cars and fire equipment, will be established on a case-by-case basis as determined by the City Manager. The applicant will agree to pay in full, promptly upon receipt of an invoice, the charges incurred. **The City Manager may require a deposit at his discretion for proposed use of the equipment in advance.**

The City Manager in consultation with the Chief of Police or Fire Chief shall have the authority to stipulate additional police or fire personnel requirements and level of staffing for same, at any time during a film project if it is determined to be in the best interest of public safety, health and welfare, which cost shall be borne by the applicant. Off-duty police officers and firefighters shall be paid a rate as determined by the Chief of Police or Fire Chief, and as approved by the City Manager.

**VI. USE OF CITY PROPERTY**

The City Manager may authorize the use of any street, right-of-way, park, public area, or public building, use of Bastrop, Texas 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 based on production activity.

Depending upon the extent of the use of City property, the producer agrees to reimburse the City for inconveniences when using public property. Following is the standard rate schedule. Other, special fees may apply on a case-by-case basis at the discretion of the City Manager.

Activity	Cost (per Calendar Day)
Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area	\$500
Partial non-disruptive use of a public building, park, right-of-way, or public area	\$250
Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for filming purposes)	\$50 per block
Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for filming purposes)	\$25 per block
Use of City parking lots, parking areas, and City streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles)	\$50 per block or lot

The applicant agrees that the City, by and through the City Manager, of Bastrop, Texas shall have full control over the use of the name, trademark and logo, public streets, parks, 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 and 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 their proposed hours of use and their proposed parking locations. Such locations will need to be specifically approved by the City Manager so as to maintain traffic safety. On-street parking or use of public parking lots is subject to City Manager 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 permission has been obtained from the City Manager in advance and affected property owners are notified, filming will be limited to the following hours: Monday thru Friday 7:00 a.m. to 9:00 p.m. and Saturday, Sunday and holidays 8:00 a.m. to 8:00 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 and residents of each property in the affected neighborhood (as defined by boundaries set by the City Manager). The applicant, or his designee, shall contact the owners and residents of all such property and submit as part of this 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.

**X. CERTIFICATE OF INSURANCE**

The producer shall attach a certificate of insurance, naming The City of Bastrop, Texas as an 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. LIABILITY**

The applicant agrees to pay in full, within 30 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, or arising out of the production, or to restore the property to the same or better condition as prior to the commencement production.

**XII. HOLD HARMLESS AGREEMENT**

The Applicant and the Producer, if different individuals, shall agree in writing to hold the City harmless from any and all claims, whether for injury to person or property, that are related to or may arise from their use of designated public property, right-of-way, or equipment in conjunction with the permitted use.



## THE CITY OF BASTROP, TEXAS Application for Commercial Filming

Title of production: \_\_\_\_\_

Type of production: \_\_\_ Commercial; \_\_\_ Feature Film; \_\_\_ Television Episode; \_\_\_ Television Pilot;  
\_\_\_ Training film; \_\_\_ Public Service; \_\_\_ Other – describe \_\_\_\_\_

### CONTACTS

Production Office:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ fax: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Producer:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ fax: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Location Manager:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Please complete this application and return to Kathy Danielson at [kdanielson@cityofbastrop.org](mailto:kdanielson@cityofbastrop.org) or mail to 1311 Chestnut Street, Bastrop, Texas 78602. For questions regarding the application, please call (512)332-8984.

Phone: \_\_\_\_\_ fax: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Texas Film Commission representative:

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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**PRODUCTION** (*Attach additional sheets if necessary to clarify.*) If numerous scenes are being shot, please list the following per scene, date, and time. It is understood that shooting schedules may change. However, if that occurs, the appropriate city departments (city police, fire, public works, etc.) and the Bastrop Film Commissioner shall be notified immediately. Production may proceed when approved by departments involved and the City Manager.

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:
  
9. Map of anticipated street closure(s) or other public area disruption. Please attach.

Please complete this application and return to Kathy Danielson at [kdanielson@cityofbastrop.org](mailto:kdanielson@cityofbastrop.org) or mail to 1311 Chestnut Street, Bastrop, Texas 78602. For questions regarding the application, please call (512)332-8984.

**HOLD HARMLESS AGREEMENT**

*I/we certify that I/we represent the firm which will be performing the filming/taping at the locations specified on the attached permit application. I/we further certify that I/we and the firm will perform in accordance with the directions and specifications of the City of Bastrop, Texas, and that I/we and the production company will indemnify and hold harmless the City of Bastrop, 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/we understand that the Bastrop City Police shall have total control of traffic issues. I/we certify that agreements have been signed with all private property owners involved with the filming and that any property damage will be repaired to the owner's approval.*

*I/we further certify that the information provided on the application is true and correct to the best of my knowledge and that I/we hold the authority to sign this and other contracts and agreements with the City of Bastrop on behalf of the firm.*

Name (please print): \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete this application and return to Kathy Danielson at [kdanielson@cityofbastrop.org](mailto:kdanielson@cityofbastrop.org) or mail to 1311 Chestnut Street, Bastrop, Texas 78602. For questions regarding the application, please call (512)332-8984.



**Application completed by:**

Name/Title: \_\_\_\_\_ Date:

Approved by: \_\_\_\_\_ Date:

*The "Guidelines for Filming in Bastrop, 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.*



## Notes and Additions to the Film Application

The number on the left of the question corresponds to the question number on the application.

1. If there are any other activities besides the ones listed in the application (*stunts, pyrotechnics, special effects, aerial photography, amplified sound or use of animals*), please list below. This needs to include dates, rain dates, and times – hours should include setup, holding of sets, and restoration.

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2. Will there be extras in the production?  Yes  No

- a. If **yes**, please list the number. \_\_\_\_\_

- b. Please list where extras will be located if the number exceeds 20 people.

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3. Please list any need of City personnel, equipment, and/or real property.  
*Examples include – Police Officers, barricades, cones, etc.*

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4. Public access includes – parks, public buildings, parking lots, streets, highways, etc. For public buildings – layouts will be required of the areas being restricted.

5. The alternations that are needed to be described are for public property. **Written permission** from the property owner will be required for any **private property** alternations.

6. Vehicles include – trailers, vehicles in the production, extras' vehicles, etc.

7. Please describe how and where the production crews will be fed. This includes if the meal is catered, food trucks present, a break for lunch to the downtown restaurants, etc. *Please reach out to the City of Bastrop for a list of local catering businesses.*

**a. If there will be a food truck present, the applicant must contact the Fire Department at 512-332-8673 for all appropriate permits and inspections.**

8. Please submit three (3) maps – B-roll, filming locations, and road closures. When compiling the maps, make sure to include dates and times.

**Please see some additions below:**

- Any outdoor gathering over 10 people taking place in the City of Bastrop limits requires a Health and Safety Plan to be approved by the Mayor per Governor’s Order. This is in addition to the Film Application. This plan must be approved and signed before any kind of production can take place.
  
- Is there a need for a basecamp and/or a parking lot?  Yes  No
  - If **yes**, please feel free to contact the Convention Center at 512-332-8984 for pricing and details.
  
- Please note – Texas Department of Transportation (TXDOT) approval is needed for filming and/or any closures on Loop 150, Highway 71, Highway 95, and Highway 21.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# CITY OF BASTROP FIRE DEPARTMENT

## FIRE PREVENTION DIVISION

P.O BOX 427, BASTROP, TX 78602  
OFFICE: (512) 332-8673

[FIREINSPECTIONS@CITYOFBASTROP.ORG](mailto:FIREINSPECTIONS@CITYOFBASTROP.ORG)

**FIRE DEPARTMENT INFORMATION REQUEST FOR FILMING PERMIT**



IN ACCORDANCE WITH CHAPTER 1, SECTION 105 OF THE 2018 CITY OF BASTROP FIRE CODE:

The information below is being requested by the City of Bastrop Fire Department - Fire Prevention Division to ensure compliance with applicable fire and life safety codes during the requested filming process.

APPLICANT INFORMATION					
Name: *			E-Mail: *		
Address: *		City: *		State: *	ZIP: *
Office Phone #: *	Ext:	Cell Phone #: *	Agency Permit #:		Application Date: *

\*Required

PRODUCTION COMPANY INFORMATION					
Production Company Name: *					
Address: *		City: *		State: *	ZIP: *
E-Mail: *			Office Phone #: *	Ext:	FAX #: *

\*Required

FILMING LOCATION/DATES/TIMES							
Production Title: *					Production Type: *		
Location Manager: *					Cell Phone #: *		
Primary Location Address: *				Date: * to		Time: *	
Cross Street:	# Cast on Site: *	# Crew on Site: *	# Extras on Site: *	Aircraft <input type="checkbox"/> Y <input type="checkbox"/> N	# of Generator(s): *	TG Map:	
Summary of Scene: *							
Secondary Location Address:				Date: * to		Time:	
Cross Street:	# Cast on Site:	# Crew on Site:	# Extras on Site:	Aircraft <input type="checkbox"/> Y <input type="checkbox"/> N	# of Generator(s):	TG Map:	
Summary of Scene:							
Additional Location Address: <span style="color: blue;">PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY</span>				Date: * to		Time:	
Cross Street:	# Cast on Site:	# Crew on Site:	# Extras on Site:	Aircraft <input type="checkbox"/> Y <input type="checkbox"/> N	# of Generator(s):	TG Map:	
Food Truck on site?:							
Base Camp Location/Address:						TG Map:	
Prep Date:				Strike Date:			

\*Required

### FILMING ACTIVITIES

- |  |   |   |  |   |   |   |
|--|---|---|--|---|---|---|
| <input type="checkbox"/> Open to Public    | <input type="checkbox"/> Driving Scene  | <input type="checkbox"/> Special FX         | <input type="checkbox"/> Car Explosion | <input type="checkbox"/> Fire Bars      | <input type="checkbox"/> Street Closure     | <input type="checkbox"/> Helo Activity Landing  |
| <input type="checkbox"/> Closed to Public  | <input type="checkbox"/> Drive Ups/Away | <input type="checkbox"/> Breaking Glass     | <input type="checkbox"/> Dust Hits     | <input type="checkbox"/> Fire Effects   | <input type="checkbox"/> Aircraft Landing   | <input type="checkbox"/> Helo Activity Take Off |
| <input type="checkbox"/> Exterior Dialogue | <input type="checkbox"/> Drive By's     | <input type="checkbox"/> Bullets/Squib Hits | <input type="checkbox"/> Explosions    | <input type="checkbox"/> Sparks         | <input type="checkbox"/> Aircraft Flyovers  | <input type="checkbox"/> Vacant Building        |
| <input type="checkbox"/> Interior Dialogue | <input type="checkbox"/> Still Photo    | <input type="checkbox"/> Bum Barrels        | <input type="checkbox"/> Fire Ball     | <input type="checkbox"/> Posted Parking | <input type="checkbox"/> Aircraft Refueling |   |
| <input type="checkbox"/> Other _____       |   |   |  |   |   |   |

# NOTIFICATION OF PROPOSED FILMING PERMIT AND SIGN OFF REQUEST



The City of Bastrop requires that all property owners/residents whose property is adjacent to the area sought to be impacted or closed must be notified and provided with a map of the area, which indicated all obstructions to be placed in the impacted or closure area. The notification must indicate by signature, where the property owner/resident approves or objects to the proposed impact area or closure.

**Name of Film:** \_\_\_\_\_

**Film Company:** \_\_\_\_\_

**Permit Applicant Name:** \_\_\_\_\_

**Applicant Contact Information:** \_\_\_\_\_

## Film Preparation Information:

*If the applicant intends to use the right of way for preparation prior to the film activity, that information is included here.*

Dates & Times: \_\_\_\_\_

Impacted Streets: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

## Film Activity Information:

Dates & Times: \_\_\_\_\_

Impacted Streets: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

**Property Owner / Resident** Please fill out this section completely as this information is used by the City of Bastrop to determine whether the filming activities indicated above will be approved or denied.

**APPROVE**     **OBJECT**

**RECEIVED MAP**     Yes     No

\_\_\_\_\_  
(Print Name & Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Address)

\_\_\_\_\_  
(Phone Number)

This is a (check one)     **Residence**     **Business**

\_\_\_\_\_  
(Name of Business if applicable)

**COMMENTS:**