

Application for Commercial Filming

Title of project: _____

Type of production: (feature film, television production, commercial, corporate, music video, etc.) _____

Proposed Filming Locations: (attach additional pages if necessary)

Date(s) of preparation and set-up: _____

Date(s) of filming: _____

Date(s) of clean-up/take down/property restoration: _____

Primary Contact Name: _____

“Firm”/Production Company Name: _____ **State of Incorporation:** _____

Cell phone: _____

Email: _____

Address: _____

City/State/Zip: _____

Web Site: _____

Location Manager: (if different from Primary Contact)

Name: _____

Cell phone: _____

Email: _____

Is this production already in contact with the Texas Film Commission?

If yes, who is your contact at the Texas Film Commission?

Name: _____

Phone: _____

Email: _____

PRODUCTION (Attach 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 set-up, holding of sets and restoration.)

2. Approximate number of persons involved with the production, including cast and crew:

3. Anticipated need of City personnel, equipment or property:

4. Public areas in which public access will be restricted during production:

5. Describe alterations to public 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 filming location:

8. Location where extras will be held, if not at filming location:

9. Please attach map of anticipated street closure(s) or other public area use.

By signing this document, I certify that the information provided is correct. I acknowledge having read and understood the information contained in the Application, including the indemnification agreement. I agree to conduct filming in compliance with all applicable codes, ordinances, laws and the conditions contained in the film permit.

Signed: _____

Print Name: _____

Title: _____

Firm Name: _____

Date: _____

The "*Guidelines for Filming in Manor, Texas*" apply to all motion picture production in Manor.

The Office of the City Manager may require the applicant to acknowledge receipt of the Guidelines prior to approving this application.

For Official Use Only:

Date received: _____

Application must be complete before processing. A complete Application must include:

- Application Fee
- Signature below Indemnity Provision
- Signature at end of Application
- Proof of Insurance Required by Guidelines

Application approved by City of Manor representative:

Name: _____ Date: _____

Title: _____

After Application Approval:

- Confirmation of Notice to Neighbors Received
- Invoice sent for Costs of Repairs to Property (if needed)
- Payment received for Costs of Repairs to Property

Hold Harmless Agreement

The Applicant shall sign the following Hold Harmless Agreement, as part of the application, 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 Manor, Texas, and that I and my firm will indemnify and hold harmless the City of Manor, 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 Manor, Texas on behalf of the firm.

Signed: _____ Print Name: _____

Title: _____ Firm Name: _____

Date: _____