

the little Alsace of Texas

CASTROVILLE

★ TEXAS ★

FILM GUIDELINES



Film Guidelines in Castroville

Purpose

The following guidelines are intended to protect the personal and property rights of Castroville, Texas residents and businesses. The City Administrator 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.

City Control

The City Administrator 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 Administrator 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 Castroville, 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 Administrator.

Permit Requirements

Before filing an application for filming in Castroville, Texas, you must contact our Tourism and Business Development Director at 830-339-9912. You will need to be prepared to discuss the production's specific filming requirements and the feasibility of filming in Castroville, Texas.

Any commercial producer who desires to undertake a commercial film or tape production in Castroville, is required to complete and return the attached application for filming to the Tourism and Business Development Director at 1209 Fiorella Street, Castroville, TX 78009.

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 Administrator shall retain final approval for all areas of filming related to activity in the City of Castroville, Texas.

Fees

An application fee of \$75.00 should accompany each application for filming in Castroville, Texas.

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

Use of City Equipment and Personnel

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

The City Administrator in consultation with the Chief of Police shall have the authority to stipulate additional police requirements and level of staffing, at any time during a 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 and as approved by the City Administrator.

Use of City Property

The City Administrator may authorize the use of any street, park, public area, or public building. The use of Castroville, 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 must be approved by City Administrator. In conjunction with these uses, the City Administrator may require that any or all of the conditions and/or payments as specified on the application be met as a prerequisite to that use. A security deposit will be required and returned after usage is complete.

Permit Requirements

Before filing an application for filming in Castroville, Texas, the Tourism and Business Development Director must be contacted to discuss production's specific filming requirements and the feasibility of filming in Castroville, Texas. A deposit may be required based on production activity.

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

ACTIVITY	COST PER DAY
Total or disruptive use (regular operating hours) of a public building, park, right of way, or public area	\$600
Partial non-disruptive use of a public building, park, right of way, or public areas	\$300
Total closure or obstruction of public street or right of way way, including parking lots and on street parking (for filming purposes)	\$75 per block
Partial closure or obstruction of public street or right of way, including parking lots and onstreet parking (for filming purposes)	\$50 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)	\$75 per block

The applicant agrees that the City, by and through the City Administrator, of Castroville, 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.

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 Administrator so as to maintain traffic safety. On street parking or use of public parking lots is subject to City Administrator approval. The use of exterior lighting, power generators, or any other noise or light producing equipment requires on site approval of the City Administrator.

Hours of Filming

Unless permission has been obtained from the City Administrator 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.

Notification of Neighbors

The applicant shall provide a short written description, approved by the City Administrator, 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 Administrator). 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.

Certificate of Insurance

The producer shall attach a certificate of insurance, naming The City of Castroville, 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.

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.

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.

Signature

Date

Print Name



City of Castroville, Texas Application for Commercial Filming

Title of Production: _____

Type of Production: ☐ COMMERCIAL ☐ FEATURE FILM ☐ TELEVISION EPISODE ☐ TELEVISION PILOT
☐ TRAINING FILM ☐ PUBLIC SERVICE ☐ OTHER _____

Contacts

Production Office

Name: _____

Address: _____

Phone: _____ Cell Phone: _____

Email Address: _____

Producer

Name: _____

Address: _____

Phone: _____ Cell Phone: _____

Email Address: _____

Producer

Location Manager

Name: _____

Address: _____

Phone: _____ Cell Phone: _____

Email Address: _____

Texas Film Representative

Name: _____

Phone: _____ Cell Phone: _____

Email Address: _____

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 Castroville Tourism and Business Development Department shall be notified immediately.

Production may proceed when approved by departments involved and the City Administrator.

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.

Signature

Date

Print Name