



OFFICE OF SPECIAL EVENTS

City of Dallas

650 S. Griffin Street, Dallas, Texas 75202
Phone: 214-939-2701 Fax: 214-939-2709
www.dallasspecialevents.com

COMMERCIAL FILMING PERMIT APPLICATION

SECTION 1: FEES

- \$50.00 Applies to processing the application
- \$250.00 Applies to projects including, but not limited to, coordination of multiple street closures, multiple locations, extensive planning, traffic management and complexity of the film request

All fees must be in the form of Credit Card, Money Order or Check, made payable to the City of Dallas Office of Special Events and accompany this form at the time of submission. Application must be filed **a minimum of 2-3 business days prior** to the event. No commercial filming permit will be released until fees, permits, licenses, and certificates of insurance are received in the City of Dallas Office of Special Events. The listed insured on the Certificate of Insurance must cross reference the applicant's organization and address.

SECTION 2: APPLICANT INFORMATION

Organization (Insured)	Contact Person	Mailing Address	City, State, Zip
Daytime Phone	After Hours Phone	Fax	Email Address
Emergency Contact	Daytime Phone	Email Address	

Changes to the original application will ONLY be accepted by the listed applicant or emergency contact in writing. No changes to the application or permit will be made the day of the filming.

SECTION 3: FILMING DESCRIPTION

- Film Type:**
- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Feature Film | <input type="checkbox"/> Television Movie |
| <input type="checkbox"/> Corporate | <input type="checkbox"/> Still Photography | <input type="checkbox"/> Television Series |
| <input type="checkbox"/> Documentary | <input type="checkbox"/> Student Film | <input type="checkbox"/> Other |

Film Title: _____

Is project for: Local National International use?

Total number of shoot days for this film project, public & private locations: _____

SECTION 4: FILMING SCHEDULE

Start Date: ____ / ____ / ____ **End Date:** ____ / ____ / ____

Mark each day of the week on which filming will occur, indicate the start/ stop times below and # of participants (cast/crew)

Filming Day (mark 'X')	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Start Time							
Stop Time							
# of Participants							

Production Activity/Event Detail: _____

SECTION 5: FILMING LOCATION, LAYOUT & PARKING PLAN

Physical Address: _____

List the street(s) and block number(s) affected by filming and proposed closures. Notate the side of the street affected (north, south, east, west and include a traffic plan). _____

The applicant may be required to hire off-duty Dallas 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 Dallas Police Department.

SECTION 6: OTHER INFORMATION

Is the location City owned? If so, please detail. _____

Will pyrotechnics or special effects be involved in filming? If so, please explain and list the SPFX coordinator in charge (credentials and license will be required). _____

Will parking meters be affected for this filming and require hooding? List the street & block number. _____

Will filming involve or require any stunt driving activity; vehicle chase, exceeding the posted speed limit by more than 50 MPH or disobeys other traffic laws? If so, please explain. (Lock up plan and map will be required).

Will filming require a "Ride-Along" with city officers? _____

Will filming involve the use of aircraft, helicopters, etc...? If so, please explain. (Pilot credentials required). _____

SECTION 7: OTHER PERMITS & FEES

If any of the following components will be part of your event, please check the appropriate boxes. In so doing, you may be required to obtain additional permits or incur additional fees:

Will tents be needed (that are 400 sq. ft. or over)? _____ if so, please refer to tent information below on how to obtain a tent permit.

If any of the following components will be part of your event, please check the appropriate boxes. In so doing, you may be required to contact and obtain additional permits or incur additional fees:

- Alcohol TABC: (214) 678-4008
- City Hall Plaza City Hall Coordinator: (214) 939-2701
- Fireworks Dallas Fire Rescue: (214) 670-7014
- Food, Beverage and/or Merchandise Sales Environmental & Health Services: (214) 670-8083
- Hooded Parking Meters Parking Services: (214) 754-4784
- Liquid Propane Gas Dallas Fire Department: (214) 670-4319
- Park Property Park Department: (214) 670-8740
- Police Officers Dallas Police Dept./Extra Job Unit: (214) 671-4460
- **Tent(s) (See below if 399 sq. feet or over) Dallas Fire Rescue: (214) 670-4319

- Barricades Special Parking Electricity Stage Water Hydrant
- Traffic Cones Fencing Portable RR's Animals

***Obtaining a Tent Permit through City of Dallas:**

- (1) Complete a Tent Permit Application Form (obtain from Dallas Fire Rescue)
- (2) Prepare 3 copies of a drawn-to-scale site plan showing location of proposed tent(s) and location of adjacent structures, and setbacks from adjacent property lines and distance from tent(s), including guide wires and stakes to all structures
- (3) Submit 3 copies of the certificate of flame resistance for tent materials
- (4) Submit 3 copies of the approving petition, if required
- (5) Show copy of Special Events Permit if the tent permit is in conjunction with a special event
- (6) Provide written authorization from Park & Recreation Dept. if tent is to be erected on City park property

SECTION 8: ACKNOWLEDGEMENT/SIGNATURE

By signing this document, I certify that the information provided above is correct and I acknowledge having read and understood the information contained in this application and the Important Information Sheet (attached). I agree to conduct the filming in compliance with all applicable codes, ordinances, laws and the conditions contained in the Commercial Film Permit.

Applicant's Signature: _____ Date: _____

APPLICATIONS WITH MISSING INFORMATION WILL NOT BE PROCESSED.

For Official Use Only:

Date Received: _____ Check #: _____ Inter-Office Date Dist: _____

Event Number: _____ Response Date: _____

The following **MUST BE INCLUDED** with the application at time of submission. Incomplete applications will not be processed. Processing Fee Certificate of Insurance Other requested information

Applicant may be subject to change fee, however; no changes to the application or permit will be made the day of the filming.

IMPORTANT INFORMATION
PLEASE READ BEFORE SUBMITTING APPLICATION

SECTION 9: TEXAS ALCOHOLIC BEVERAGE COMMISSION (TABC)

If alcohol will be available through craft services, the applicant is required to obtain a temporary alcohol permit from TABC located at 8828 Stemmons Freeway, Suite 330, Dallas, Texas 75247, (214) 678-4000.

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) the 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 Office of Special Events at 650 S. Griffin Street, Dallas, Texas 75202, (214) 939-2701.

SECTION 11: INSURANCE

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 City of Dallas and its officers and employees as additional insured.** Insured must provide a waiver of subrogation to the City of Dallas, 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.

City of Dallas, its officers and employees
650 S. Griffin Street
Dallas, TX 75202

1. **Workers Compensation:** If filming in a "City facility or premises", then, Workers' Compensation with statutory limits; **Employers Liability** with minimum limits for bodily injury: a) by accident, \$100,000 per each accident, b) by disease, \$100,000 per employee with a per policy aggregate of \$500,000.
2. **Business Automobile Liability Insurance** covering owned, hired, and non-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 \$3,000,000 per occurrence.
3. **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.
4. **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 \$1,000,000 per occurrence, \$1,000,000 general aggregate.
NOTE: If filming in a "City facility or premises", then, minimum limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$250,000 fire legal liability.
NOTE: If filming involves the use of **pyrotechnics, explosives or fireworks, then \$3,000,000** per occurrence, **\$3,000,000 general aggregate.**
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.

Production Company agrees 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 City of Dallas 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 : Convention & Event Services, attn: Office of Special Events, 650 S. Griffin Street, Dallas, Texas, 75202

SECTION 12: SECURITY, CROWD CONTROL, & 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 Dallas Police Department, using industry specific planning variables.

SECTION 13: DENIAL OR REVOCATION

The Office of Special Events shall deny or revoke any commercial filming if the applicant makes a false statement of 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 special events manager, chief of police department, 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 Office of Special Events 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 Permit and License Appeal Board.

SECTION 14: OFFENSES OR PENALTIES

An applicant/person commits an offense if he/she commences or conducts a special event or commercial filming without a special event permit or commercial film permit or in violation of any provision of the special event / film permit, Chapter 42A, "Special Events" of the Dallas 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.

SECTION 15: INDEMNIFICATION

As a condition of a Commercial Filming Permit being issued, the permit holder agrees to indemnify, defend and hold harmless the City of Dallas and all of its officers and employees against any and all suits, 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 City of Dallas or its officers and employees in connection with any suit, cause of action, or claim after the judgment becomes final and unappealable.

SECTION 16: RIGHTS TO PHOTOS

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

SECTION 17: RIGHTS TO USE CITY OF DALLAS NAME

Filming company shall have the irrevocable right to photograph any name connected with the premises and to use the name in and in connection with recordings.