



Bastrop County Texas FILM GUIDELINES

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I. PURPOSE

These Guidelines cover requests for commercial use of County-owned property (including but not limited to streets, rights-of-ways, parks, and public buildings), commercial use of private property which may affect adjacent public or private property, and the use of County equipment and personnel in all types of film production. *All film projects are considered "commercial" if the project receives funds from any source, or if any participants are paid.*

II. COUNTY APPROVAL/COUNTY TOURISM DIRECTOR AUTHORITY

The County Tourism Director, or a designated representative, is authorized to manage the Bastrop County film application and production process, and authorizes final approval. If a film production action requires approval from an adjacent public authority, the County Tourism Director will assist the production with contact information of authority.

III. FILM AUTHORIZATION REQUIREMENTS

- 1. Talk to us.** Before filing an application for filming on Bastrop County property, the Office of Tourism & Economic Development must be contacted to discuss the production's specific filming requirements and the feasibility of filming in Bastrop County or on its properties.
- 2. Authorization.** Bastrop County will strive for a timely response to Production Company requests, but all requirements must be met before issuance of an authorization to film.
- 3. Completion of forms.** Forms are on the website at www.co.bastrop.tx.us/page/ds.tourism_economic
- 4. Preliminary Approval.** The following are required for Preliminary Approval:
 - **FORM – Bastrop County Texas Film Application**
 - **FORM – Bastrop County Texas Film Guidelines** – signature acknowledging document terms and conditions required.
 - **FORM – Application for Use of Bastrop County Right of Way For Special Events**– for filming on or near County roads and right of ways (*if applicable*)
- 5. Final Approval.** Once Preliminary Approval is received, Final Approval is pending receipt of the following:
 - **CERTIFICATE OF LIABILITY INSURANCE** with “Bastrop County” as named Certificate Holder. See specifics under Section IX. Certificate of Insurance.
 - **FORM – Request for Secondary Employment of Law Enforcement.** Schedules exact dates and times to employ deputies for production from moment crew shows up on site until filming is wrapped and all equipment packed. Payment must be submitted to the deputy(s) by check or cash at the end of each shift of the film shoot. *Minimum of four hours.* Country Tourism Director will send this form to Applicant. **Additional Sheriff’s vehicles** may also be requested on the same form. *Minimum of two hours.*

IV. FEES: The Applicant shall reimburse Bastrop County for any charges and fees within ten (10) days of receiving an invoice. Payment should be mailed to:

Bastrop County
c/o County Tourism Director
804 Pecan Street
Bastrop TX 78602

Following is the typical fee schedule, but circumstances may require additional fees:

Application Fee for filming on Bastrop County property.	none
Use during regular operating hours of a public building or Courthouse complex grounds.	\$500/first hour. \$50/each subsequent hour.
Evening or weekend use of a public building, park, roadway, right-of-way, or public area.	none
Use of County parking lots and parking areas, <i>if available and approved</i> , for the purpose of parking film trailers, buses, catering trucks, and other large vehicles.	none
Security/Safety. Hiring Sheriff’s deputy(s) to be on site during production. Multiple deputies may need to be hired (as determined by Sheriff’s Dept.), especially when filming on roadways and right-of-ways. See FORM “Request for Secondary Employment of Law Officer.” Approval by Sheriff’s Department. <i>Deputy(s) to be paid in cash/check immediately after shoot. Minimum of 4 hours.</i>	Secondary Employment Rate of Sheriff’s Dept.
Use of Sheriff’s vehicle during filming. See FORM “Request for Secondary Employment of Law Officer.” Approval by Sheriff’s Department.	Vehicle Charge
General Services Facility Coordinator(s) to supervise or modify, add or eliminate features of facilities, equipment or property owned by Bastrop County. <i>Coordinator(s) to be paid in cash/check immediately after shoot. Minimum of 4 hours. (if needed)</i>	\$35/hour per person
A security or damage deposit may be required at the discretion of the County Tourism Director.	TBD

V. POLICY FOR FILM PRODUCTION

a. GENERAL REQUIREMENTS

- All of the requirements listed in this document applies to all filming, as applicable, whether the requirement is specifically noted or not in a section.
- Bastrop County property may not be used for films rated “NC-17” or “X”. The filming of pornography and films which promote pornography may not use Bastrop County property.
- Filming which uses pyrotechnics, explosions, automobile and heavy equipment stunts, and weapons – real or fake – are not permitted to be used on Bastrop County property without explicit approval.
- The County reserves the full and absolute right to prohibit all filming or to order cessation of filming in order to promote public health, safety and welfare.
- The Applicant shall allow County departments to inspect all structure, property, devices and equipment to be used in connection with the filming and taping, as deemed appropriate by the County.
- Bastrop County Sheriff’s Department deputies (or security chosen by the applicable County authorities) must be on site during production including preparation, filming and wrap activities.
- Changes to facilities, equipment and property such as signage, lights, tree trimming, removal of objects, etc., should have pre-approval by General Services and County Tourism Director, and may require hiring a General Services Facility Coordinator(s) to complete or supervise the work.
- Applicant agrees to comply with all federal, state, and local laws and regulations and to secure all permits or licenses required by law for the proposed film project.
- Applicant agrees that it will not bring or permit anyone to bring anything on County property that will adversely affect the property and, specifically, will not damage any County property including but not limited to trees, grounds, plant life, buildings, rights of way, vehicles or machinery.
- Applicant agrees to comply with all intellectual property laws that may arise from the film or any photographs created in connection with its film project.
- Applicant makes a good faith effort to purchase goods and services locally from businesses and individuals inside of Bastrop County.
- Applicant understands and acknowledges that the County will comply with the Texas Public Information Act in responding to any request for public information pertaining to the film project.

b. USE OF EQUIPMENT AND PERSONNEL

The County Tourism Director, in consultation with the Bastrop County Sheriff’s Office and/or partnered Fire Chief, shall have the authority to stipulate additional fire or deputy 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 health, safety and welfare, which cost shall be borne entirely by the Applicant.

c. USE OF COUNTY NAME AND LOGO

Bastrop County’s name, trademark or logo may not be used, and if seen in film production, must be deleted in post-production. *County Tourism Director must be notified of inadvertent filming of name, trademark or logo as soon as it occurs.*

d. USE OF ROADWAYS AND RIGHT-OF-WAYS

- The Applicant will abide by all applicable federal, state and local laws, regulations, ordinances, and any conditions or restrictions, including but not limited to all environmental laws, required by the County of Bastrop to protect natural and cultural resources of the right-of-way.
- Vehicles which are making use of the roadway may not be halted for more than 10 minutes.
- Full road closures require Commissioner Court approval. Court meets twice a month, and the closure request would need to be placed on the agenda a week before the meeting.

- The Applicant will avoid or minimize environmental impacts and will, at the expense of the Applicant, restore or repair damage resulting from this event.
- If equine are involved in the event, they shall have the proper Coggins test reports as required by the Texas Animal Health Commission.
- It is expressly understood that the County of Bastrop reserves the right to enforce the terms and conditions that it may deem necessary for the protection of the transportation facility and safety of the traveling public.
- If the event causes hazardous traffic conditions to develop, the Applicant will cease all activity until corrective measures have been implemented by law enforcement.

VI. VEHICLES AND EQUIPMENT

- Use of County-owned parking lots are subject to County Tourism Director approval. *Production may not use City-owned parking lots without City approval.*
- The use of exterior lighting, power generators, or any other noise- or light-producing equipment requires on-site approval of the County Tourism Director.
- The use of Sheriff's vehicles as props in filming are subject to approval by the Sheriff's Department.

VII. HOURS OF FILMING

Film hours are flexible, and are those which minimize impact to the business of Bastrop County, and County residents or businesses.

- Bastrop County encourages productions to utilize active County facilities in the evenings (after business hours) during the week, and any time on weekends.
- The County restricts usage of County Roads and Right of Ways on heavily-trafficked County roads or during heavy traffic times.

VIII. NOTIFICATION OF NEIGHBORING PROPERTIES

As determined by the County Tourism Director.

IX. CERTIFICATE OF INSURANCE

The Applicant shall attach a valid certificate of insurance, issued by a company authorized to conduct business in the state of Texas, naming the County of Bastrop, 804 Pecan, Bastrop, Texas 78602, and its agents, officers, elected officials, employees and assigns, as additional insured, as follows:

- in an amount not less than \$1,000,000 for commercial general liability, including bodily injury and property damage;
- \$1,000,000 excess/umbrella liability;
- \$1,000,000 automobile liability (if applicable) including bodily injury and property damage; and
- \$1,000,000 third party property damages.

X. DAMAGE/ALTERATION TO PUBLIC OR PRIVATE PROPERTY

The Applicant shall pay in full, within ten (10) 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 the production, and restore (including cleaning or other modifications) the property to its original condition prior to the production or to better than original condition.

XI. HOLD HARMLESS AGREEMENT

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 County of Bastrop, Texas, and that I and my firm will indemnify and hold harmless the County of Bastrop, 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 form 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 County of Bastrop, Texas on behalf of the firm.

XII. ACKNOWLEDGEMENT AND AGREEMENT

I have fully read and understand the terms and conditions for filming activity in the County of Bastrop in Texas, and I acknowledge and agree to abide by the terms and conditions of this document “Bastrop County Texas Film Guidelines.”

Applicant’s Full Legal Name:

Title:

Business:

Address:

City, State, Zip:

DATE:

APPLICANT SIGNATURE:

**Please “SAVE AS” document to add Project name and film start date before submitting.*