



THE CITY OF GRANBURY, TEXAS

Filming Guidelines

I. PURPOSE

The Guidelines contained in this policy are intended to create a program for promoting economic development activity within Granbury and the vicinity of the City. The following Guidelines are also intended to protect the personal and property rights of Granbury, Texas residents and businesses, and to promote the public health, safety and welfare. The City Manager reserves the right to impose additional regulations in the interest of public health, safety and welfare, or if otherwise deemed appropriate by the City Manager.

These Guidelines pertain to requests for commercial filming in Granbury, Texas. This includes commercial use of City-owned property (including but not limited to streets, rights-of-way, parks, and/or public buildings), commercial use of private property which may affect adjacent public or private property, and the use of City equipment and personnel in all types of film production, including, but not limited to, documentaries, feature films, television programs, commercials, music videos, and corporate films.

II. DEFINITIONS

The following words, terms and phrases, when used in these guidelines, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant: Any production company, business, or individual wishing to conduct a film shoot in Granbury.

Application: City of Granbury's Application for Filming, which is available on the City website at www.granbury.org/film.

Film: To perform or undertake any activity within the corporate limits of the City of Granbury which constitutes, in whole or in part, a component part of or necessary preparation for the process of recording moving images onto a tangible medium, including but not limited to motion picture photographic film, videotape, videodisc or digitized storage of video data.

Commercial: Film that is being prepared, done, or acting with sole or chief emphasis on salability or profit. Film that involves use of City-owned property (including but not limited to streets, rights-of-way, parks, and/or public buildings), film that involves use of private property which may affect adjacent public or private property, and film that requires use of City equipment and personnel. This includes all types of film production (documentaries, feature films, television programs, commercials, music videos, corporate films, etc.).

III. EXEMPTIONS

These guidelines do not apply to the following types of films:

City business: Film made for the City by City personnel or a nonprofit 501(c)3 and film made for use in a criminal investigation or court proceeding.

News media: Reporters and related crew in the employ of a newspaper, news service, radio, or television broadcasting station, or similar entity engaged in on the spot broadcasting, reporting, or photographing of current news of general public interest.

Private use: Film made for private and not commercial use, and film which will not impact public properties or adjacent private properties. This includes amateur photography and videography.

IV. CITY CONTROL/CITY MANAGER AUTHORITY

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



The Applicant agrees that the City of Granbury shall have exclusive authority to grant the Applicant the use of public streets, rights-of-way, parks and public buildings of the City, as well as authority to regulate 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 in order to promote the public health, safety or welfare.

The Applicant shall allow City departments (e.g., Police, Fire, Building) to inspect all structures, property, devices and equipment to be used in connection with the filming and taping, as deemed appropriate by the City Manager.

V. APPLICATION REQUIREMENTS

Before filing an application for filming in Granbury, the Public Information Officer must be contacted to discuss the production's specific filming requirements and the feasibility of filming in Granbury, Texas.

Any commercial producer who desires to undertake a commercial production in Granbury is required to complete and return the application for filming (available at www.granbury.org/film) to the Public Information Officer, within the time frames below:

- **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.

VI. APPLICATION FEE

An application processing fee of \$25.00 should accompany each application for filming in Granbury in accordance with the fee schedule adopted under the [Granbury, Texas Master Fee Schedule](#).

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

VII. USE OF CITY EQUIPMENT AND PERSONNEL

The Applicant shall pay for all costs of any Police, Fire, Public Works, or other City personnel assigned to the project (whether or not specifically requested by the production). Remuneration rates for the use of any City equipment, including police cars and fire equipment, will be established on a case-by-case basis as determined by the City Manager. The Applicant shall pay all costs in full within ten (10) days after receipt of an invoice for said costs. The City Manager may, at his/her discretion, require an advance deposit for all costs related City personnel and/or the use of City equipment.

The City Manager, in consultation with the Chief of Police and/or Fire Chief, shall have the authority to stipulate additional fire or police 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.

VIII. USE OF CITY-OWNED REAL ESTATE

The City Manager may authorize the use of any street, right-of-way, park or public building, use of Granbury, Texas name, trademark or logo and/or use of City equipment and/or personnel for commercial uses in motion picture production. In conjunction with these uses, the City Manager may require that any or all of the conditions and/or remuneration as specified herein and on the application be met as a prerequisite to that use. A security or damage deposit may be required within the discretion of the City Manager.

The Applicant shall reimburse the City for inconveniences when using public property in accordance with the fee schedule adopted under the [Granbury, Texas Master Fee Schedule](#).

The Applicant acknowledges and agrees that the City of Granbury, Texas, possesses and retains exclusive authority to grant the Applicant a revocable license for the use of its name, trademark, and logo, public streets, rights-of-way, parks and buildings of the City 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 activity in order to promote the public health, safety and/or welfare.



IX. VEHICLES AND EQUIPMENT

The Applicant shall provide a report listing the number of vehicles and types of equipment to be used during the filming, including proposed hours of use and proposed parking locations. Such locations will need to be specifically approved by the City Manager. On-street parking or use of public parking lots is subject to City approval.

The use of exterior lighting, power generators, or any other noise- or light-producing equipment requires on-site approval by a City representative.

X. HOURS OF FILMING

Unless express written permission has been obtained from the City Manager in advance, and affected property owners, tenants and residents have been notified, filming will be limited to the following hours:

Monday through Friday:	7:00 a.m. to 9:00 p.m.
Saturday, Sunday and holidays:	8:00 a.m. to 8:00 p.m.

XI. NOTIFICATION OF NEIGHBORS

The Applicant must provide written notice, not less than 48 hours in advance, 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 filming permit has been filed; (5) any street closures and the duration of the closings.

XII. CERTIFICATE OF INSURANCE

The Applicant shall supply a valid certificate of insurance, issued by a company authorized to conduct business in the state of Texas, naming the City of Granbury and its agents, officers, elected officials, employees and assigns, as additional insured, in an amount not less than \$1,000,000 general liability, including bodily injury and property damage with a \$5,000,000 umbrella; and automobile liability (if applicable) in an amount not less than \$1,000,000 including bodily injury and property damage.

XIII. DAMAGE 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 the property to its original condition prior to the production, or to better than original condition.

XIV. HOLD HARMLESS AGREEMENT

The Applicant shall sign the following Hold Harmless Agreement in 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.