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## **APPENDIX C**

### **FILM/VIDEO TAPING GUIDELINES/REQUIREMENTS**

#### **Section C.1 Introduction**

Thank you for choosing Boiling Spring Lakes for your film production. Our business, residential, parks, streets etc. are available for filming year-round with few exceptions. We realize that these guidelines are just that – guidelines – and may be relaxed or tightened as each different situation warrants. Our decisions reflect an attempt to balance the needs of the production company with those of our businesses, residents and the public interest in general. We hope that your filming experience in Boiling Spring Lakes is positive, and you will return soon.

#### **Section C.2 Application**

A permit application is required for any filming activity taking place within the City's limits, whether on public or private property. Prior to the application process, a pre-production meeting is required between the production company's liaison and the City Manager. Once established, the permit application should, at a minimum, be presented to the City Manager at least five (5) business days prior to the date of filming. (See appendix B for application format/requirements) A location manager or liaison shall be assigned and his/her name, cellular number/pager number and shall be available during the time filming is in progress. In addition, an after-hours contact shall be listed in the application.

#### **Section C.3 Areas of Environmental Concern**

Whenever a film/videotape set containing dirt, sod, plants, oil products, etc. and is located in close proximity to an environmentally sensitive area, the production company shall take such measures as deemed necessary to insure that such materials do not encroach, seep or intrude into any of these sensitive areas.

#### **Section C.4 Base Camp**

Dressing room trailers and base camps shall be parked away from residential areas unless approved otherwise by the permit. Equipment trucks and base camp trucks shall not move into residential areas before 6:00AM or after 10:00PM. Whenever possible, base camps and staging areas should be located in areas zoned commercial.

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**Section C.5 Fees**

Prior to granting of any filming permits on City owned property, the City will require production companies to assure their financial responsibility through one of the following two methods as determined by the City Manager:

- (A) Performance/security bonds.
- (B) A \$ 7,500.00 cash/check deposit made to the City.

Upon completion of filming, the cash/check or bonds for the deposit will be returned after all outstanding bills owed the City are paid and all areas impacted by filming are returned to their original condition by the production company. For fee schedule see appendix A.

**Section C.6 Filming or Videotaping on Private Property**

Consent, in writing, of the property owner shall be required and a permit for production filming or videotaping shall also be required.

**Section C.7 Garbage Assistance**

When the production company holds traffic or blocks any streets scheduled for garbage pickup, the company shall relocate trash containers as to be accessible to sanitation vehicles. Upon containers being emptied, the production company will relocate the containers to their proper owner's property.

**Section C.8 Indemnification & Insurance Requirements**

An indemnification agreement shall be executed by the City and the Filming/videotaping or production company at the time of submitting application for a permit., holding harmless the town, its officers, agents and employees from and against all claims, suits, actions, damages or liability and expenses for personal injury, loss of life or property damage arising from, or out of, occurrences while filming or videotaping within the town limits.

Insurance requirements are as follows:

- (A) General Liability.....\$1,000,000.00
- (B) Automobile Liability.....\$1,000,000.00
- (C) Worker's Comp. & Employer's Liability.....\$1,000,000.00

The City of Boiling Spring Lakes shall be listed as a named insured on the Certificate of Insurance.

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#### **Section C.9 Limited Activities**

The production company shall limit the activities and locations to those outlined in the permit. The use of any location not specified in the permit or outside of the hours listed, shall give the city grounds to revoke the permit.

#### **Section C.10 Notification Procedures**

The production company will notify all businesses and residents affected by the filming or videotaping activities no less than five (5) days prior to the planned activity. The list of persons or businesses requiring notification shall be forwarded to the City Manager and verification of notification will be required. For verification purposes, the name, address and point of contact shall be listed with the date of notification. (See appendix C)

#### **Section C.11 Removal of Sets**

All sets, fencing, decks, buildings etc. shall be removed within seven (7) days after the conclusion of filming and all areas disturbed by filming operations are brought back to their original condition. Property shall be deemed rented until such time as removal of set(s) is completed.

#### **Section C.12 Special Effects Hours and Permitting**

Special effects, i.e. gunshots, speeding cars, speeding boats, helicopters, and/or other loud noises are limited to the hours from 8:00AM to 10:00PM unless otherwise agreed to by the City. Explosives, pyrotechnic devices, smoke machines, shall be specifically approved by the City Manager or his/her designee. The use of these items may require an exception to the noise ordinance, in turn to be approved by the Board of Commissioners

#### **Section C.13 Traffic Control**

If the filming activity involves holding, delaying or re-routing of traffic in residential areas, the diverting of traffic must be handled by at least one (1) City police officer hired by the production company. Request for street closures or diverting of traffic must be made five (5) days prior to the start of activity to allow for alternate routes, proper signage and assignment of police officer(s).

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A closure or rerouting of a state highway must have prior approval of the state department of transportation and may require additional notice as required by the State. Coordination for closure or rerouting will be handled by the city.

#### **Section C.14 Trash Removal**

Daily cleanup of areas used for filming is required and is the responsibility of the Production Company. Trash due to the filming operations shall be removed weekly or more frequently as determined by the city. Final cleanup/trash removal of areas used for filming shall be brought back to their original condition within seven (7) days of the completion of filming operations.

#### **Section C.15 Use of Public Right of Way**

Removal, cutting or trimming of vegetation in the city rights of way shall be prohibited unless specifically approved by the City Manager. Residents and/or business owners may not charge the production company for the use of the public right of way in front of their residences or businesses, nor prohibit its use.

#### **Section C.16 Use of City Name**

The use of the name "Boiling Spring Lakes", the city seal or flags shall not be used without written authorization of the City Manager.

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**Section C.17 City of Boiling Spring Lakes Fee Schedule**

Filming	charged at \$150.00/day
Police Officers	charged at \$35.00/hr minimum 4hrs
Police Vehicles	\$50.00/day
City Employees	\$30.00/hr
Fire Inspection	\$80.00 per inspection
A&B explosives permit	\$25.00 by event
C explosives permit	\$35.00 by event
Fireworks permit	\$200.00 by event
Use of City Hall	\$350.00 per day
*Enclosed Tents	\$30.00 per day (*requires flammability certificate)
Town Parks	\$250.00 per day
Town buildings	\$300.00 per day
Street closure	\$50.00 per day
Signs	\$25.00 per sign + \$75.00 to install/remove

Use if based on a per day basis unless otherwise noted. Partial days are considered full days for expense purposes.

Services for which a fee has not been established, will be determined by the City Manager based upon time, equipment, materials and any other factors impacting the city.

Personnel are to be paid directly by the production company at the agreed to rate and guaranteed four (4) hrs minimum.

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### SECTION C.18 Filming Permit Application

#### CITY OF BOILING SPRING LAKES, NORTH CAROLINA

#### FILMING PERMIT APPLICATION

City of Boling Spring Lakes contact information:

(P) 910-845-2614 (F) 910-845-2040 email: jrepp@city of bs1.org

Production Company \_\_\_\_\_

Name of Film \_\_\_\_\_

Point of Contact: (phone and email) \_\_\_\_\_

Production Address \_\_\_\_\_

Type of Filming (check all that apply)

Feature film \_\_\_\_\_ TV Movie \_\_\_\_\_ TV Series \_\_\_\_\_ Commercial \_\_\_\_\_ Other \_\_\_\_\_

Location requested \_\_\_\_\_

Film date(s): \_\_\_\_\_ Hours required: \_\_\_\_\_

Setup and wrap outside issued time? Yes \_\_\_\_\_ No \_\_\_\_\_ (see pg 2 for additional information)

Alternate date(s) for inclement weather or other emergency \_\_\_\_\_

Description of scene(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number in cast: \_\_\_\_\_ Number in Crew: \_\_\_\_\_ Number of Extras: \_\_\_\_\_

Equipment parking requirements: \_\_\_\_\_

Base Camp Location: \_\_\_\_\_

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Crew Parking: \_\_\_\_\_

Extras Parking: \_\_\_\_\_

Extras Holding: \_\_\_\_\_

Catering required? Yes \_\_\_\_\_ No \_\_\_\_\_ Parking Location & Set-up: \_\_\_\_\_

Street Closure requested: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, details/location(s): \_\_\_\_\_

Intermittent Traffic Control and/or Pedestrian traffic control required? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, location and requirements: \_\_\_\_\_

Police Officers: number needed - Date(s) needed \_\_\_\_\_ Hrs needed \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Police/emergency vehicles needed - Date(s) needed \_\_\_\_\_ Hrs needed \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Barricades required - Date(s) needed \_\_\_\_\_ Hrs needed \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Special equipment required and location of placement: \_\_\_\_\_

Special effects (stunts, animals, noise, pyrotechnics etc.): \_\_\_\_\_

Additional Information/requirements: \_\_\_\_\_

\_\_\_\_\_  
Signature (Authorized Production Company Representative)

\_\_\_\_\_  
Dtd

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Dtd





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#### **Section C.20 Temporary Waiver of City Ordinance(s)**

A temporary waiver of any city ordinance must be approved by the Board of Commissioners.

Required waiver(s) will be established upon submittal of the permit application or at the pre-production meeting.