

**Guidelines  
for  
Filming in  
Mineral Wells,  
Texas**

## Guidelines for Filming in Mineral Wells, TX

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## **Guidelines for Filming in Mineral Wells, Texas**

### **I. PURPOSE**

The Guidelines contained in this policy are intended to create a program for promoting economic development activity within Mineral Wells, Texas and the vicinity of the City. The following Guidelines are also intended to protect the personal and property rights of Mineral Wells, 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 cover requests for 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 motion picture productions, including, but not limited to, feature films, television programs, commercials, music videos and corporate films.

### **II. 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 Mineral Wells 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.

### **III. PERMIT REQUIREMENTS**

Before filing an application for filming in Mineral Wells, the Office of the City Manager must be contacted to discuss the production's specific filming requirements and the feasibility of filming in Mineral Wells, TX.

Any commercial producer who desires to undertake a commercial production in Mineral Wells is required to complete and return the attached application for filming to the Office of the City Manager, within the time frames below:

- **Commercials or episodic television:** a minimum of five (5) business days prior to the commencement of filming or any substantial activity related to the project.
- **Feature films:** a minimum of ten (10) business days prior to the commencement of filming or any substantial activity related to the project.

Applicant shall identify the nature of the production involved, to include the nature of the subject matter and/or content. If requested, Applicant shall provide a copy of the script or other content related materials.

#### **IV. APPLICATION FEE**

An application processing fee of \$25.00 should accompany each application for filming in Mineral Wells.

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.

#### **V. 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) at a rate commensurate with existing City policy. 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 to 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.

#### **VI. 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 Mineral Wells, 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 the 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. Following is the rate schedule:

<u>Activity</u>	<u>Cost per calendar day</u>
Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area	\$500
Partial, non-disruptive use of a public building, park, right-of-way, or public area	\$250
Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking.	\$50
Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking	\$25
Use of City parking lots, parking areas, and City streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles)	\$50

The Applicant acknowledges and agrees that the City of Mineral Wells, 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.

#### **VII. 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 of the City Manager.

#### **VIII. 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.

**IX. NOTIFICATION OF NEIGHBORS**

The Applicant shall provide a short written description, approved by the City Manager, of the schedule for the proposed production to the owners, tenants, and residents of each property in the affected neighborhood(s). The Applicant, or his or her designee, shall make a good faith effort to notify each owner, tenant and resident of all such property, and shall submit, as part of this application, a report noting owners, tenants and/or residents' comments, along with their signatures, addresses and phone numbers. Based upon this community feedback, and other appropriate factors considered by the City Manager, the City Manager may grant or deny the filming application.

**X. 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 City of Mineral Wells 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.

**XI. 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.

**XII. APPROVAL BY CITY/CITY MANAGER**

Notwithstanding any of the above stated provisions, the City/City Manager reserves the right to grant exceptions, modify or add/delete any requirements as the City/City Manager may, in its sole discretion, deem appropriate.

**XIII. HOLD HARMLESS AGREEMENT**

The Applicant shall sign the following Hold Harmless Agreement holding the City harmless from any claim that may arise from their use of designated public property, right-of-way; personnel or equipment in conjunction with the permitted use:

*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 City of Mineral Wells, Texas, and that I and my firm will indemnify and hold harmless the City of Mineral Wells, Texas and its elected officials, officers, servants, employees, successors, agents, departments and assigns from any and all losses, damages, expense, 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 Application 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 City of Mineral Wells, Texas on behalf of the firm.*

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

THE CITY OF MINERAL WELLS, TX

**Application for Commercial Filming**

Title of project and subject matter

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Type of production (feature film, television production, commercial, corporate, music video, etc.)

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Proposed Filming Locations (attach additional pages if necessary)

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Date(s) of prep/filming

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**Primary Contact**

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Location Manager (if different from Primary Contact)**

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Production Company Information**

Name of Production Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Web Site: \_\_\_\_\_

Primary Contact's Name: \_\_\_\_\_

Primary Contact's Phone: \_\_\_\_\_

Primary Contact's Email: \_\_\_\_\_



Is this production already in contact with the Texas Film Commission? \_\_\_\_\_

If yes, who is your contact at the Texas Film Commission?

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PRODUCTION** (*Attach additional sheets if necessary.*)

1. Production schedule and activities, including 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. Approximate number of persons involved with the production, including cast and crew:
3. Anticipated need of City personnel, equipment or property:
4. Public areas in which public access will be restricted during production:
5. Describe alterations to public 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 filming location:
8. Location where extras will be held, if not at filming location:
9. Please attach map of anticipated street closure(s) or other public area use.

Applicant (production company representative):

\_\_\_\_\_  
Name Date: \_\_\_\_\_

\_\_\_\_\_  
Title

Application approved by Mineral Wells representative:

\_\_\_\_\_  
Date: \_\_\_\_\_

*The "Guidelines for Filming in Mineral Wells, Texas" apply to all motion picture production in Mineral Wells.*

*The Office of the City Manager may require the applicant to acknowledge receipt of the Guidelines prior to approving this application.*

## Sample Location Agreement

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*Working Title of Motion Picture*

*Date*

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*Set Name*

*Scene Numbers*

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*Name (herein called "Licensor")*

*Phone Number*

*Business Address*

hereby grants to

[insert name and address of Production Company]

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\_\_\_\_\_, (herein called "Company"), and its employees, agents, independent producers, contractors and suppliers, permission to enter upon and use the premises located at:

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and all signs, fixtures, and other personal and real property on and around said premises (all of which, together with said premises, shall be referred to herein as the "Property") for the purpose of still photography and making motion pictures, videotapes and sound recordings in connection with the production, exhibition, advertising and exploitation of the motion picture, commencing on or about \_\_\_\_\_, (subject to change on account of weather conditions or changes in production schedule), and continuing until completion of all scenes and work required.

### CHARGES:

All charges are payable on completion of all work contemplated, unless specifically agreed to the contrary. Company is not obligated to actually use the Property or produce any motion picture or include material photographed or recorded hereunder in the motion picture. Company may at any time elect not to use the Property by giving Licensor written notice of such election, in which case neither party shall have any obligation hereunder.

Company may place all necessary facilities and equipment, including temporary sets, and may park vehicles if appropriate, on the Property, and agrees to remove same after completion of work and leave the Property in as good condition as when received, reasonable wear and tear from uses permitted herein excepted. Signs on the Property may, but need not, be removed or changed, but, if removed or changed, must be replaced. Licensor agrees to execute a location restoration release in Company's favor upon Company's reasonable request following restoration of the Property. In connection with the motion picture, Company may refer to the Property or any part thereof by any actual or fictitious name and may attribute any real or fictitious events as occurring on the Property. Licensor irrevocably grants to Company and Company's successors and assigns the right, in perpetuity, throughout the universe, to duplicate and re-create all or a portion of the Property, to alter such duplicates and re-creations, and to use such duplicates and re-creations in any media and/or manner now known or hereafter devised in connection with the motion picture, including without limitation sequels thereto, merchandising, theme parks and studio tours, and in connection with publicity, promotion and/or advertising for any or all of the foregoing.

# PRODUCTION COMPANY LETTERHEAD

## SAMPLE #1: MERCHANTS AND BUSINESS DISTRICT

June 14, 2018

Dear Neighbor:

My name is Joe Smith and I am a Location Scout for the upcoming movie, "THE MOVIE." Shooting will be taking place in Mineral Wells beginning in August 2018 and continuing through November 2018.

Some of our filming locations are in your building's area, and we wanted to inform you of our upcoming presence beginning Friday, August 10<sup>th</sup>. On this day as well as Monday, August 13<sup>th</sup> and Tuesday, August 14<sup>th</sup> we will be filming outside the Turks Head Building. Wednesday, August 15<sup>th</sup> through Saturday, August 18<sup>th</sup> we will be filming on Washington Street between SE 1<sup>st</sup> St and SE 5<sup>th</sup> Avenue. We are going to need to close down many of the surrounding streets, as well as posting "No Parking" signs with the help of the City of Mineral Wells. We are going to have multiple Mineral Wells Police Officers on hand to help direct traffic and ensure public safety.

We apologize for any inconvenience that this may cause, but thank you in advance for your cooperation. If you have any questions or concerns, please feel free to contact me on my cell phone at 123-555-6789, or my colleague Emily Jones at 321-555-9876.

Thank you,

Joe Smith

Location Scout

# PRODUCTION COMPANY LETTERHEAD

## SAMPLE #2: RESIDENTIAL NEIGHBORHOOD

September 3, 2018

Dear Waterman Street Neighbor:

We are presently filming the television show "TeeVee Show" in Mineral Wells. One of our recurring locations is in your neighborhood and we wanted to inform you of our upcoming presence.

On Thursday, October 18, 2018 we will be filming a few scenes on Waterman Street that will require us to clear the street, as well as intermittently close the street down throughout the day. We are currently working on alternative parking nearby for those that we will be affecting the most and thank you in advance for your patience with that.

We understand that this may be an inconvenience to your everyday activities, but we ask for your cooperation during the filming of our show. Without the support of the residents of Mineral Wells, it would not be possible for us to film locally. If you have any questions or concerns, please contact us at 321-555-9876 or send an e-mail to [tvproductions@tvshow.com](mailto:tvproductions@tvshow.com).

Thank you,

The Locations Department

TeeVee Show Productions

# PRODUCTION COMPANY LETTERHEAD

## SAMPLE #3: RESIDENTIAL NEIGHBORHOOD, PRODUCTION TRUCK PARKING

September 3, 2018

Dear Hope Street Neighbor:

We are presently filming the television show "TeeVee Show" in Mineral Wells. One of our recurring locations is in your neighborhood and we wanted to inform you of our upcoming presence.

On Tuesday, November 13, 2018 we will be filming a few scenes on nearby Governor Street that will require us to clear that street, as well as intermittently close it down throughout the day while filming. We will also need to park some of our production trucks and vehicles on Hope Street. We are currently working on alternative parking nearby for those that we will be affecting the most and thank you in advance for your patience with that.

We understand that this may be an inconvenience to your everyday activities, but we ask for your cooperation during filming. Without the support of the residents of Mineral Wells, it would not be possible for us to shoot locally. If you have any questions or concerns, please feel free to contact us at 321-555-9876 or send an e-mail to [tvproductions@tvshow.com](mailto:tvproductions@tvshow.com).

Thank you,

The Locations Department

TeeVee Show Productions

## Mineral Wells, TX

### Notification of Proposed Filming and Signoff Request

Mineral Wells, TX requires that all property owners/residents whose property is adjacent to the area sought to be closed must be notified and provided with a map of the area, which indicates all obstructions to be placed in the closure area. The notification must indicate by signature, whether the property owner/resident approves or disapproves of the proposed closure.

For additional information concerning the actual filming at this location, please contact:

\_\_\_\_\_  
(Film Company's Contact Name)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_ is applying for a FILMING PERMIT for the following film:

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Name of Film)

The filming is scheduled for the following dates and times: \_\_\_\_\_  
\_\_\_\_\_

The filming will close or partially close the following streets: \_\_\_\_\_  
\_\_\_\_\_

The filming will consist of the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### PROPERTY OWNER/RESIDENT

Please fill out this section completely as this information is used by Mineral Wells, TX to determine whether or not the filming activities indicated above will be approved or denied.

☐ APPROVE

☐ DISAPPROVE

RECEIVED MAP:

☐ YES

☐ NO

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Address)

\_\_\_\_\_  
(Phone Number)

☐ RESIDENCE

☐ BUSINESS

(Choose One)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Street: \_\_\_\_\_

Block Number: \_\_\_\_\_

Received by Mineral Wells, TX on: \_\_\_\_\_