

Palacios Film Friendly Guidelines

Acknowledgement and Agreement

Palacios is film friendly and we welcome the opportunity to work with production companies. These policies are established to create an opportunity for promoting this valuable economic development activity within Palacios and Matagorda County. The policies are for the protection of the rights and privileges of the citizens of Palacios, Matagorda County, Texas during the use of City property for filming of movies, television programs, training films, commercials and related media. The City reserves the right to impose additional regulations in the interest of public health, safety and welfare, or if otherwise deemed appropriate by the City. These Policies address requests for city-owned property (including but not limited to streets, rights-of-way, parks and public buildings), and the use of City equipment and personnel in all types of production, as well as film production within the city limits of Palacios

Authority to Use

- The Palacios City Council, through an action of the Council's majority, has authorized the Executive Director of the Palacios Chamber of Commerce, hereafter known as the Film Coordinator, to act as liaison between a production company and the City Manager the use of any City of Palacios facility or location within the city limits for filming.
- The Film Coordinator will process all City of Palacios Film Permits with coordination through the City Manager, who shall decide whether to grant or deny approval of a permit and the proposed use of any City property.
- When an Applicant for authorization to film on City of Palacios Property or locations complies in full with the requirements of this Policy, the City Manager is hereby authorized by the Palacios City Council to sign an authorization allowing Applicant to film on City of Palacios Property or within the City Limits of the City of Palacios.

Policies While Filming

- No alcoholic beverages or illegal drugs may be brought onto City of Palacios property. Tobacco products may be used in designated outdoor smoking areas only.
- City of Palacios parking lots shall not be used or blocked during business hours.
- Filming may not interrupt the regular business of Palacios and its citizens and visitors, except when prior special approval has been made with the Film Coordinator. Those exceptions will be separately stated in detail in the Location Agreement.
- Good faith efforts will be made on the part of Applicants to make purchases in Palacios and to hire residents of Palacios.

General Requirements

- City of Palacios property may not be used for films rated “NC-17” or “X”. The filming of pornography and films which promote pornography may not use City of Palacios property. In addition, filming which uses pyrotechnics, explosions, and automobile and heavy equipment stunts are not permitted to film on City of Palacios property.
- The Applicant agrees that the City of Palacios 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 the authority to regulate the hours of production and the general location of the production. The City of Palacios reserves the full and absolute right to prohibit all filming or to order cessation of filming in order to promote the public health, safety and welfare.
- The Applicant acknowledges and agrees that the City of Palacios possesses and retains exclusive authority to grant the Applicant a revocable license for the use of its name, trademark, and logos.
- The Applicant shall allow City of Palacios departments to inspect all structure, property, devices and equipment to be used in connection with the filming and taping, as deemed appropriate by the City.
- The Applicant shall pay in full, within 10 (ten) 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 to restore the property to its original condition prior to the production.
- A City of Palacios Designated Representative must be on site during all production activities including preparation, filming and tear-down activities. This representative will normally be a sworn Palacios police officer, equivalent sworn officer or with prior written approval of the Film Coordinator this requirement may be waived.
- City of Palacios will strive for a timely response to Production Company requests, but all requirements must be met before issuance of an authorization to film.

Requirements for Authorization to Film

- The City of Palacios Film Coordinator must be contacted to discuss the production’s specific filming requirements, summary of the project including anticipated rating and the feasibility of filming.
 - Completed Application for Filming on City of Palacios Property or location.
 - Payment of \$100.00 City of Palacios Film Application fee
 - Completed City of Palacios Police Department application
- Production to be invoiced after completion of project:
- \$40 per hour per officer with a 4 (four) hour minimum
 - \$20 per hour per department vehicle with a 2 (two) hour minimum
- Executed Acknowledgement and Agreement for Filming in City of Palacios
 - Executed City of Palacios Film Neighborhood Signoff Agreement

A certificate of Liability Insurance in the amount of \$1,000,000 for commercial general liability, \$1,000,000.00 auto liability, \$1,000,000.00 for excess/umbrella liability, and \$1,000,000.00 for 3rd party property damage. City of Palacios should be named as an additional insured on the certificates.

Payment in advance by check of the required City of Palacios use fees (if using City of Palacios property):

\$250 for the first four (4) hours of use of City of Palacios property

\$ 50 for each additional anticipated hour (Normal hours are 8:00 AM-5:00 PM Monday-Friday, excluding holidays)

See more detail in Schedule of Fees.

If filming exceeds anticipated time frame, additional City of Palacios use fees will be invoiced after completion of project.

- 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 City of Palacios Property that will adversely affect the property and, specifically, will not damage any City of Palacios 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 understands and acknowledges that the City of Palacios will comply with the Texas Public Information Act in responding to any request for public information pertaining to the film project.
- Applicant agrees to indemnify, save, and hold harmless the City of Palacios, its officers, employees, agents, licensees, and invitees against any and all liability, damages, losses, claims, demands, and actions of any nature due to personal injury or property loss or damage of any kind including without limitation attorney's fees and costs of court arising from or claimed to arise out of or from in any manner the activities of Applicant in connection with the authorization to film and filming on City of Palacios Property.

The undersigned acknowledges and agrees that it will comply with the City of Palacios Film Policy and will be responsible for all charges imposed pursuant to the City of Palacios Film Policy.

Signed _____ Date _____

Printed Name _____ Title _____

Schedule of Fees

Fee	Detail	Amount
City of Palacios Film Application	Paid in advance, submitted with application	\$ 100.00
Police Security (one sworn officer required on all permitted shoots, unless prior written permission is obtained)	To be invoiced after completion of project \$40 per hour per officer with a 4 (four) hour minimum \$20 per hour per department vehicle with a 2 (two) hour minimum	
Use of City Property will be on a four (4) hour minimum	Paid in advance, submitted with application \$250 for the first four (4) hours of use of City of Palacios property \$ 50 for each additional anticipated hour Normal hours are 8:00 AM-5:00 PM Monday-Friday, excluding holidays Hours outside of Normal hours will be charged at the rate of \$100.00/hour	
Use of City parking lots for storage	\$250.00 per day on a day minimum	

Additional note:

LESS THAN 48 BUSINESS HOURS NOTICE - WILL BE CHARGED \$50.00 PER HOUR PER OFFICER AT 4 HOUR MINIMUM, \$20.00 AN HOUR FOR THE CAR.

LESS THAN 24 BUSINESS HOURS NOTICE AND Holidays or SPECIALIZED SECURITY - WILL BE CHARGED 65.00 PER HOUR AT A 4 HOUR MINIMUM, \$20.00 AN HOUR FOR THE CAR.

LESS THAN 24 BUSINESS HOURS NOTICE OF CANCELATION - REQUIRES THE MINIMUM HOURS TO BE CHARGED FOR OFFICER AND CAR (IF CAR IS USED). VEHICLES THAT ARE USED FOR TRANSPORT OR THAT ARE DRIVEN WILL ACCRUE ADDITIONAL CHARGE OF MILEAGE AT THE SET FEDERAL RATE.