



# Town of Burgaw

## Film Permit Application

### I. GENERAL INFORMATION

Date of Application: \_\_\_\_\_

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

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

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

Location Manager: \_\_\_\_\_

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

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

Other Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Production:

Feature     T.V. Series     Commercial     Other: \_\_\_\_\_

Anticipated Dates of total production from \_\_\_\_\_ to \_\_\_\_\_

Anticipated Dates in Burgaw:

Date	Location	Time (begin/end)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **II. IMPACT**

Number in Cast: \_\_\_\_\_ Number in Crew: \_\_\_\_\_ Extras: \_\_\_\_\_

Base Camp Site: \_\_\_\_\_

Catering Site: \_\_\_\_\_

Type of Enclosure: \_\_\_\_\_

Parking Area for Crew: \_\_\_\_\_

Holding Area: \_\_\_\_\_

Other Staging Area: \_\_\_\_\_

Anticipated Equipment: (Check as Applicable)

Automobile Number: \_\_\_\_\_

Pickup Truck Number: \_\_\_\_\_

Equipment Trucks Number: \_\_\_\_\_

Tractor Trailer Number: \_\_\_\_\_

Condors Number: \_\_\_\_\_

Cranes Number: \_\_\_\_\_

Vans Number: \_\_\_\_\_

Auxiliary Lighting Vehicles Number: \_\_\_\_\_

Other: \_\_\_\_\_

Street Closures:

(Under Intermittent/Total, Indicate V for Vehicular, P for Pedestrian, or PV for Both)

Date	Street Closure	Intermittent/Total	Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Indicate special situations such as gunfire, explosives, fire, smoke, car chase, animals, specialized vehicles such as military, police, etc.:

Date	Type
<hr/>	<hr/>
<hr/>	<hr/>
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Indicate any scenes that may be offensive to minority groups, ethnic groups, religious groups, or scenes that may include inflammatory banners, pickets, placards, etc.:

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Briefly describe any anticipated alteration to public property, or private property readily visible from public areas:

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Anticipated use of Town property (Include parks, streets, buildings, etc.):

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Anticipated needs of Town services such as police, police vehicle, rescue personnel, fire personnel, fire trucks, etc.:

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Additional Comments, Requests, etc.:

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### **III. GUIDELINES**

Any film production company desiring to film on public property or film so as to affect public property within the corporate limits of the Town of Burgaw must apply for a permit. The application must be presented to the Chief of Police no less than one week (7 days) prior to the date of filming. A Certificate of Insurance must be submitted along with the application. Said application shall include all information requested by the Town.

1. The Production Company shall limit the activities at each location to those outlined in the filming permit. Any violation or deviation from the requirements set forth in the aforementioned application must have the approval of both the Town Manager and the Chief of Police. Failure to obtain such approval shall give the Town grounds to revoke the permit or impose such penalties or fines as deemed necessary. The cancellation of said permit will require the Production Company to cease the event and remove all equipment and personnel from locations within the Town of Burgaw.
2. The Production Company will notify all businesses and residents affected by the activity no less than 72 hours (3 days) prior to the planned activity. Notification shall include information concerning the location and duration of the filming activities in question as well as specifics regarding lights, noise and special effects. The area to be notified shall be determined by the Chief of Police. A list of those persons and businesses requiring notification shall be forwarded to the Chief of Police in a written format indicating name, address, and date person was contacted. Notification must occur during normal business hours in order to ensure that businesses are properly notified. The Town reserves the right to revoke permits where sufficient notification has not been given.
3. Approval must be obtained from the Chief of Police prior to any film activity which would disrupt the normal flow of traffic. Traffic control, if needed, must be handled by Burgaw Police Officers hired by the Production Company through the Town of Burgaw.

Request for street closures or diverting traffic should be made 72 hours in advance to allow for planning alternate routes and proper signage. Requests must be forwarded to the Chief of Police and the Town Manager. Any diversion or closure of a "state" road or highway must have prior approval from the State Department of Transportation and be approved by the Chief of Police.

4. The use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may not be undertaken unless specifically approved in writing by the Burgaw Fire Chief.
5. Removal, cutting, or trimming of vegetation in the public right-of-way or on public property is prohibited unless specifically approved by permit.
6. Filming shall not take place of or on private property without the written consent of the property owner.
7. Production vehicles must not block fire hydrants, driveways, intersection sight triangles, or other access points unless authorized by the Town or property owner affected. Approval for parking along public rights-of-way shall be obtained from the Chief of Police no less than 72 hours prior to the event.

8. Lighting for filming, both during the day and night must be oriented away from neighboring residences, unless approved by the Town, and shall not interfere with the safe movement of traffic.
9. Production Companies are responsible for cleaning and restoring location used including public or private lands at the end of each shooting day. Exceptions may be made for “period” shots or shoots that are more than one day in duration.
10. Production Companies blocking or holding traffic on streets scheduled for garbage pick-up are responsible for moving trash cans to a location accessible to sanitation vehicles, and then returning them to their proper owners; or coordinating, in advance, a time when sanitation vehicles may access the area affected.
11. Special effects involving sirens, gunshots, speeding cars, or other loud noises are limited to the hours between 8:00 a.m. to 11:00 p.m.
12. The Town reserves the right to require the presence of a Police Officer at any filming activity utilizing public property.
13. All sets, pilings, fencing, etc. shall be removed within 48 hours after the conclusion of filming. If such sets are not removed within this time frame, the Town will remove such sets and the Production Company will be responsible to the Town for the costs of said removal.
14. The Location Manager of the Film Production must provide the Town Manager and the Chief of Police with a means to be immediately contacted (i.e.: cell phone number, pager, etc.) and must be available during the entire time filming is in process.
15. The name “Burgaw,” the Town Seal, etc. may not be used without written authorization from the Board of Commissioners of the Town of Burgaw.
16. Upon review of the film application, the Town Manager shall determine the impact to the community and the fee is based on one of three categories:

Low Impact	\$ 300.00
Medium Impact	\$ 600.00
High Impact	\$ 1,200.00

Additional daily fee associated with filming at public property or building such as town park, street, Old Jail and/or Depot. Fee shall be daily and per occurrence. \$ 1,000.00

The permit fee shall be made payable to the Town of Burgaw at the time of application. The fee will not be refunded due to cancellation of filming. These fees are to be charged on a per day basis.

In addition, the following fees will apply:

Police Officers on Duty	\$ 35.00/Hour, 4 Hour Minimum
Police Patrol Vehicles	\$ 50.00/Vehicle/Day
Fire Personnel (min 4 FF)	\$ 35.00/Hour, 4 Hour Minimum
Fire/Rescue Vehicles	\$ 200.00/Vehicle/Day

17. The Town of Burgaw reserves the right to restrict filming during peak periods of vehicular and/or pedestrian traffic within the central business district. Due to heavy court traffic, all filming is restricted on Tuesdays and Thursdays of each week during court hours. In addition, no filming activities are permitted on Sundays.

18. All local Town ordinances are to be adhered to.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**WAIVER:** The Film Production Company shall indemnify, defend, and hold harmless the Town, its Officers, Agents, and Employees from and against all claims, suits, actions, damages, liability and expenses, at or in equity, in connection with bodily or personal injury, loss of life, property damage arising from or out of any occurrence in, upon, at, or from the premises, as a result of use and occupancy of the premises occasioned, wholly, or in part by any act of omission of its agents, employees, servants, or licensees.

The Town may at all reasonable times enter into and upon the premises for the purpose of inspecting the same. The term of this agreement shall be from \_\_\_\_\_ to \_\_\_\_\_.

**APPROVED / DENIED**

\_\_\_\_\_  
**Chief of Police**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Town Manager**

\_\_\_\_\_  
**Date**

Additional Comments:

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\_\_\_\_\_  
\_\_\_\_\_