

PROCESS FOR REVIEWING FILMING PERMIT APPLICATIONS

- Application for Filming Permit submitted to the City of Beaufort Film Coordinator.
- Film Coordinator submits copies of the application to the City Manager's Office and to all Department Heads including the Police Department for review and comment.
- Pre-production meeting with the company and City staff to review.
- Production company will notify all businesses and residents affected by the proposed filming activity.
- Comments from all departments submitted to the Film Coordinator for compilation.
- The Film Coordinator provides comments and recommendations for approval of permit to City Manager.
- City Manager signs Filming Permit and Filming Permit Agreement.
- City Manager appoints a City Film Liaison to work with the Production Company during the film activity.

REVISED: 03/12/99

CITY OF BEAUFORT GUIDELINES FOR COMMERCIAL FILMING

The City of Beaufort welcomes motion picture production, and this process is designed to maintain the greatest possible flexibility for the company or companies, while providing for the safety and well being of the citizens of Beaufort. The City recognizes the originality in each film activity and will do its utmost to accommodate all parties involved. These guidelines represent an attempt to balance the needs of the filming industry with the needs of businesses, residents and the public interest. They may be relaxed or tightened as the situation warrants in order to achieve equitable solutions for all.

- I. Permit Required.** A Permit is required for any film, video or still photography activity, whether on public or private property, except that news coverage and production companies with a cast and crew of 10 or under do not require a permit. Television satellite trucks, microwave trucks, equipment trucks and other such large vehicles will still be subject to restrictions on parking imposed by the Beaufort City Police Department in the interests of public safety and traffic flow.

Application will be made on the City's standard form (attached) and presented to the City Manager or City Film Coordinator. Applications for Film, Video or Still Photography Permits must be submitted at least five (5) working days before the proposed activity. Waivers to this requirement may be granted by the City Manager based on the size, scale, and potential impact of the proposed activity. Early application is recommended as time may be needed to work out any difficulties associated with the planned activity.

II. Notification of Affected Businesses and Residents.

- A.** The Production Company will notify in writing, all businesses and residents affected by the proposed activity, a signed copy of which shall be provided to the City Film Coordinator. Notification will take place following a planning meeting with the City, but no less than three (3) business days prior to the planned activity. Exceptions may be made in special situations. Earlier notification may be required in cases where planned activities may have a significant impact on the normal activities of the area (Example: activities impacting parking or traffic in the core commercial district). The city film coordinator shall be satisfied of said notifications before issuing the filming permit.
- B.** The area to be covered by notification may vary depending on the impact of the planned activity but will be a minimum of a one block radius in each direction from the activity. A wider area of notification may be specified in the Filming Permit.

- III. Traffic Control and Street Closures.** Approval must be obtained prior to any film activity which would disrupt the normal flow of traffic. Traffic control, if needed, must be handled through a contract with the City of Beaufort Police Department. The City retains the right to determine the number of officers needed. Intermittent holding of traffic shall not exceed three (3) minute intervals except when specifically approved in the Filming Permit.

Street closures are discouraged in most instances. Request for street closures or diverting of traffic should be made well in advance to allow for planning rerouting, or alternate routes and for proper signage.

Interruption of traffic on state streets or closure of state streets requires prior approval from the South Carolina Department of Transportation as well as the City.

IV. Special Effects, Explosives and Similar Devices.

- A. No film activity which involves the use of explosives, pyrotechnics, fire, or other special effects may be undertaken unless a permit has been obtained from the State Fire Marshall's Office and specifically approved by the Beaufort Fire Department.
- B. Hydrant hookup will require coordination with and specific approval by the Beaufort Fire Department and the Water Department.

- V. Removal of Vegetation.** Removal, cutting, or trimming of vegetation in the public right-of-way is prohibited unless specifically approved in the Filming Permit.

VI. Residential Areas. Film activity in residential areas require additional restrictions.

- A. Affected residents in not less than a one block radius of the filming location must be notified by letter, and in person when feasible, not less than three days in advance of the proposed activity and must also be informed that any concerns, objections, or reservations may be registered with the City Film Coordinator or the Office of the City Manager.
 - 1. Notification should include information concerning the location and duration of the filming, prep and wrap activities, the times of day required for each location, proposed parking restrictions and restrictions on public streets, proposed location for all support facilities, as well as specifics regarding lights, noise, any special effects or out of the ordinary equipment. To receive and assist in resolving residents immediate questions, problems or complaints the notification should also include the film company's production office telephone number and the location manager's telephone/cell phone/pager numbers and the City of Beaufort Film Coordinator's office/pager numbers.

2. Affected residents shall also be notified of any subsequent changes to the information provided in the original notification and of additional variances granted by the City to the production company.
- B. Residents, their visitors, delivery personnel or repair crews shall not be denied access to the neighboring homes.
 - C. Film activities will not begin prior to 7:00 a.m. and will end by 10:00 p.m. Requests for night scenes shall be approved in the permit or by a waiver granted by the City Manager. The City Manager may also authorize a specific waiver of any of these limitations in the Permit for special circumstances.
 - D. All equipment or support vehicles not in immediate use shall be parked as not to cause any interference to pedestrians or vehicular traffic, and shall utilize no more than 50% of on-street parking space in blocked where it is necessary and customary for residents to depend on the on-street parking.
 - E. Parking of trucks, tractors, tractor trailers having a capacity of two and one-half (2½) tons, front or rear-end loaders or any other kind of strictly commercial or industrial equipment on residential streets or shoulders of the road must be specifically approved in the Permit or by a waiver authorized by the City Manager.
 - F. Production vehicles must not block fire hydrants, driveways, or other access ramps unless authorized by the City and property owner.
 - G. Production vehicles must be parked in such a way as to not impede safe lines of vision at intersections.
 - H. Lighting for filming, both during the day and at night, should be oriented away from neighboring residences wherever possible, and should not interfere with the safe movement of traffic.
 - I. Base camps and dressing room trailers should be parked away from neighboring residences wherever possible.
 - J. Base camps and equipment trucks moving into or out of residential areas shall not do so before 6:00 a.m. or after 11:00 p.m. without prior written approval of the City Manager.

VI. Care of Location. All properties utilized for the film activity shall be left clean and orderly and shall be restored to their previous condition, including public and private lands. The City shall be reimbursed for all costs of restoring and/or repairing public property due to damage resulting from the filming activity. The City may require the Production Company to pay a bond to guarantee the restoration of the location if the City determines that the proposed activity may cause damage to, or require extensive restoration of public property.

- VII. Fees.** The fee for issuing a film or video permit shall be \$200.00 for each day of filming. The fee for issuing a still photography shall be \$75.00 for each day of filming. Fees for the rental of metered parking spaces will be charged at the rate set out in Section 8-2011 of the City Code. Fees for other City activities are set out in the City's fee schedule.
- VIII. Insurance.** Companies shall be required to have liability insurance in the minimum amount of \$1 million covering bodily injury, including death and property with the 'Mayor and City Council of the City of Beaufort' named as additionally insured. A larger amount of insurance may be required depending on the nature of the proposed film activity.
- IX. Indemnity.** Companies performing filming in the City must agree to indemnify and hold harmless the City of Beaufort from all damages, suits, actions, or liabilities resulting from acts of the Company or its agents during the filming period or occurring as a result of the use of filming locations by the Company.
- X. Film Coordinator**

The City of Beaufort Film Coordinator, an additional title and responsibility assigned to the tour vehicle coordinator, shall be responsible for overseeing the implementation of the provisions of these guidelines, subject to the review and approval of the City Manager.

CHAPTER 14. COMMERCIAL FILMING REGULATIONS

§ 7-14001.	Permit required.
§ 7-14002.	Notification of affected businesses and residents.
§ 7-14003.	Traffic control and street closures.
§ 7-14004.	Special effects, explosives and similar devices.
§ 7-14005.	Removal of vegetation.
§ 7-14006.	Residential areas.
§ 7-14007.	Care of location.
§ 7-14008.	Insurance.
§ 7-14009.	Indemnity.
§ 7-14010.	The city film coordinator.

Sec. 7-14001. Permit required.

(a) A permit is required for any film, video or still photography activity (hereinafter the "filming activity"), whether on public or private property, to be conducted within the city limits, with the exception that news coverage and production companies with a cast and crew totaling ten (10) persons or less do not require such a permit. Application shall be on the city's application form to be obtained from the city manager's office, and shall be submitted to the city manager at least five (5) business days before commencement of the filming activity. Upon the showing of exceptional circumstances which prevent the applicant's timely submission of a permit application, the city manager shall have the discretion to allow an untimely permit application, taking into consideration the size, scale and potential impact of the proposed activity upon the area, citizens, businesses and residents to be affected. Applicants are advised that early application is encouraged in order to allow necessary time to resolve any difficulties associated with the filming activity.

(b) With the permit application, the applicant shall pay a permit fee of two hundred dollars (\$200.00) for each day, or portion thereof, of filming activity. For activities involving only still photography, the permit fee shall be seventy-five dollars (\$75.00) for each day, or portion thereof, of filming. Fees for the long-term rental of metered parking spaces shall be charged at the rate set forth in section 8-2011 of the Code of Ordinances. Fees for other city activities are set forth in the

city's fee schedule on file in the city manager's office. All fees shall be paid in full prior to the commencement of filming activities.
(Ord. No. O-26-99, 5-25-99)

Sec. 7-14002. Notification of affected businesses and residents.

(a) No less than three (3) business days prior to commencement of the filming activity, the filming company shall notify in writing all businesses and residents affected by the proposed activity. The filming company shall provide a signed copy of such notification to the city film coordinator. Where the planned activity may have a significant and/or prolonged impact on the normal activities of the area (for example, activities impacting parking or traffic in the core commercial district), the city manager shall have the discretion to require earlier notification. The city manager and the city film coordinator shall be satisfied with the compliance of said notifications before the issuance of the filming permit.

(b) The area to be covered by the notification prescribed in (a) above shall be a minimum of one (1) block radius in each direction from the perimeter of the planned activity. Based upon the nature of the planned activity, the city manager shall have the discretion to specify a wider area of notification as a condition of issuance of the permit.

(c) Notification should include all available information concerning the location and duration of the filming, prep and wrap activities, the times of day required for each location, proposed parking restrictions and restrictions on public streets, proposed location for all support facilities, as well as specifics regarding the use of lights, noise and any special effects or extraordinary equipment. The notification shall also include the film company's production office telephone number and the location manager's telephone/cell phone/pager numbers, as well as the office/pager number of the city film coordinator. The notification shall also inform that any concerns, objections or complaints pertaining to the planned activity may be registered the city film coordinator or the office of the city manager.

(d) After commencement of the filming activity, the film company shall provide written notification to the affected businesses and residents of any subsequent changes to the information provided in the original notification and of any additional variances or permits granted by the city to the filming company
(Ord. No. O-26-99, 5-25-99)

Sec. 7-14003. Traffic control and street closures.

(a) The permit application must specify whether the film activity will disrupt the normal flow of traffic within the affected area. Traffic control, if necessary as determined by the city manager, shall be handled through a contract with the city of Beaufort police department. The city manager, in consultation with the police chief, or his designee, shall determine the number of officers needed. Intermittent holding of traffic shall not exceed three (3) minute intervals except when specifically approved in the permit.

(b) Except in exceptional circumstances, complete closure of streets shall be discouraged. Requests for temporary street closure or diverting of traffic must be approved by the South Carolina Department of Transportation where state streets or right-of-ways are involved. Requests for street closure or diverting of traffic must be made well enough in advance to allow for planning rerouting, or alternate routes, and for proper signage.
(Ord. No. O-26-99, 5-25-99)

Sec. 7-14004. Special effects, explosives and similar devices.

(a) No filming activity which involves the use of explosives, pyrotechnics, fire or other special effects which involve flames or incendiary devices may be undertaken unless a permit has been obtained from the state fire marshall's office and approved in writing by the Beaufort Fire Chief, or his designee.

(b) Use of city water by way of hydrant hook up shall require coordination with and specific approval by the Beaufort Fire Chief, or his designee,

and the Beaufort Utilities Director. Payment for any such water consumed shall be coordinated with the city manager.
(Ord. No. O-26-99, 5-25-99)

Sec. 7-14005. Removal of vegetation.

Removal, cutting, or trimming of vegetation in the public right-of-way is prohibited unless specifically approved in the filming permit.
(Ord. No. O-26-99, 5-25-99)

Sec. 7-14006. Residential areas.

Filming activity in residential areas shall comply with the additional restrictions and regulations:

- (a) Residents, their visitors, delivery personnel and/or repair and maintenance personnel shall not be denied access to neighboring homes within the area.
- (b) Filming activities shall not begin prior to 7:00 a.m. and will end by 10:00 p.m. Requests for night scenes shall be approved in the permit or by a waiver granted in writing by the city manager.
- (c) All equipment or support vehicles not in immediate use shall be parked as not to cause any interference to pedestrians or vehicular traffic, and shall utilize no more than fifty (50) percent of on-street parking space in street blocks where it is necessary and customary for residents to depend on the on-street parking.
- (d) Parking of trucks, tractors, tractor-trailers having a capacity of two and one-half (2½) tons or greater, front or rear-end loaders, or any other kind of strictly commercial or industrial equipment on residential streets or shoulders of streets must be specifically approved in the permit or by written authorization of the city manager.
- (e) Production vehicles must not block fire hydrants, driveways or other access ramps to residences or businesses unless authorized in the permit and in writing by the affected property owner.

- (f) Production vehicles must be parked in such a way as not to impede safe lines of vision at intersections.
 - (g) Lighting for filming, both during the day and at night, shall be oriented away from neighboring residences wherever possible, and shall not interfere with the safe movement of traffic.
 - (h) Base camps and dressing room trailers should be parked away from neighboring residences wherever possible.
 - (i) Base camps and equipment trucks moving into or out of residential areas shall not do so before 6:00 a.m. or after 11:00 p.m. unless specifically approved in the permit, or by written authorization of the city manager.
- (Ord. No. O-26-99, 5-25-99)

Sec. 7-14007. Care of location.

All properties utilized for the film activity shall be left clean and orderly and shall be restored to their previous condition, including public and private lands. The city shall be reimbursed by the permit applicant for all costs of restoring and/or repairing public property due to damage resulting from the filming activity. The city manager may, in his sole discretion, require the filming company to pay a bond to guarantee the restoration of the location if the city manager determines that the proposed activity may cause damage to or require extensive restoration of public property.

(Ord. No. O-26-99, 5-25-99)

Sec. 7-14008. Insurance.

Filming companies shall be required to have liability insurance in the minimum amount of one million dollars (\$1,000,000.00) covering bodily injury, including death and property, with the City of Beaufort and the "Mayor and City Council of the City of Beaufort" named as additional insureds in said policy. A larger amount of insurance may be required by the city manager if, in his sole discretion, he determines that the nature of the proposed film activity necessitates such larger amount.

(Ord. No. O-26-99, 5-25-99)

Sec. 7-14009. Indemnity.

Filming companies in the city shall agree to indemnify and hold harmless the City of Beaufort from all damages, suits, actions or liabilities, including all attorneys fees, resulting from acts of the filming company or its agents during the filming activity or occurring as a result of the use of filming locations by the filming company.

(Ord. No. O-26-99, 5-25-99)

Sec. 7-14010. The city film coordinator.

The city tour vehicle coordinator shall be given the additional title and responsibility of the city film coordinator and shall be responsible for overseeing the implementation of the provisions of these guidelines, subject to the review and approval of the city manager.

(Ord. No. O-26-99, 5-25-99)

CITY OF BEAUFORT
APPLICATION FOR FILMING PERMIT

Production Company _____ Film _____

Address _____ Contact Person _____

Office Phone _____ Fax _____ Pager _____ Mobile Phone _____

Type: Feature Film _____ TV Movie _____ TV Series _____ Commercial _____ Other _____

Location _____

Film Date _____ Hours _____

Prep/wrap outside listed time? No _____ Yes _____ If yes see page 2.

In case of foul weather or other emergency, film date will be: _____

Describe Scene _____

Estimates number in Cast _____ Crew _____ Extras _____

Proposed Street Closure _____

Equipment Parking(Location) _____

Base Camp(Location) _____

Catering Truck(Location) _____

Crew Parking _____

Extras' Parking _____

_____ Other

On-Street Parking _____

Vehicular Traffic Control Requested _____

Pedestrian Traffic Control Requested _____

Special Utility Requests (electric, telephone, water, ect.) _____

Special Equipment and Placement _____

Special Situations/Effects (stunts, animals, gunfire, noise, ect.) _____

Other Special Request (Alterations to City property, etc.) _____

Additional Information (Include any prep and wrap activities, times, parking) _____

(Check one)

- _____ Approved
- _____ Approved with conditions as attached
- _____ Denied

William Prokop, City Manager

Date