I filming activities permitted in the Village of Pinecrest must abide by the Filming Guidelines as enacted by ... further acknowledge that I have distributed the "Code of Conduct for Cast and Crew" to all persons ...ction. I further understand that failure to abide by the Village's guidelines and code of conduct may ...of this permit.

VILLAGE OF PINECREST
Building & Planning Department

...on completing application Date

FILMING PERMIT APPLICATION

PLEASE PRINT CLEARLY OR TYPE INFORMATION

FOR OFFICE USE ONLY

Property Owner Name: _____ Phone Number: _____

Permit No.: _____

Property Address (Filming Location): _____

Planning ... ❑ Approved ❑ Denied By: _____ Date: _____

Signature of Owner: _____

Comments: _____

Will property owner be present during the filming: ❑ Yes ❑ No

...ager's Office: ❑ Ap... By: _____ Date: _____

If no, provide name & telephone number of representative or contact person that will be present: _____

...ents: _____

_____

...giv... ...a Passes ❑ Notification Letter ❑ Code of Conduct

Filming Company Name: _____

Address: _____

Contact Person: _____ Phone Number: _____

Email Address: _____

Dates (includes set-up/clean-up) From: _____ To: _____

Type of Production (Still/Motion): _____

Equipment to be used: _____

_____

Number of Cast & Crew Members: _____ Number of Vehicles: _____

List any special effects and who is performing or conducting the special effects: _____

_____

****Schematic Site Plan and Parking Plan must be submitted with application for approval****

1. Provide a detailed site plan, to scale, showing the location of the production, production vehicles, changing rooms, lunch setup on all properties used for the production.

2. A detailed parking plan, indicating all proposed parking spaces with no parking allowed in any public right-of-way, is required upon the issuance of the permit. Notarized letters of permission to use properties from all properties to be used for parking are required.

3. Provide list of all property owner's and addresses notified of proposed production.

4. Insurance certificate with the Village of Pinecrest named as the Certificate Holder.

I filming activities permitted in the Village of Pinecrest must abide by the Filming Guidelines as enacted by . further acknowledge that I have distributed the "Code of Conduct for Cast and Crew" to all persons uction. I further understand that failure to abide by the Village's guidelines and code of conduct may of this permit.

VILLAGE OF PINECREST
Building & Planning Department

on completing application Date

FILMING PERMIT APPLICATION

PLEASE PRINT CLEARLY OR TYPE INFORMATION.

Property Owner Name: _____ Phone Number: _____

FOR OFFICE USE ONLY

Permit No.: _____

Property Address (Filming Location): _____

Pl ning ❑ Approved ❑ Denied By: _____ Date: _____

Signature of Owner: _____

Co me _____

Will property owner be present during the filming: ❑ Yes ❑ No

ger's Office: ❑ Ap By: _____ Date: _____

If no, provide name & telephone number of representative or contact person that will be present: _____

ments: _____

_____

gi Passes ❑ Notification Letter ❑ Code of Conduct

Filming Company Name: _____

Address: _____

Contact Person: _____ Phone Number: _____

Email Address: _____

Dates (includes set-up/clean-up) From: _____ To: _____

Type of Production (Still/Motion): _____

Equipment to be used: _____

_____

Number of Cast & Crew Members: _____ Number of Vehicles: _____

List any special effects and who is performing or conducting the special effects: _____

_____

****Schematic Site Plan and Parking Plan must be submitted with application for approval****

1. Provide a detailed site plan, to scale, showing the location of the production, production vehicles, changing rooms, lunch setup on all properties used for the production.

2. A detailed parking plan, indicating all proposed parking spaces with no parking allowed in any public right-of-way, is required upon the issuance of the permit. Notarized letters of permission to use properties from all properties to be used for parking are required.

3. Provide list of all property owner's and addresses notified of proposed production.

4. Insurance certificate with the Village of Pinecrest named as the Certificate Holder.

VILLAGE OF PINECREST

VILLAGE OF PINECREST
FILMING NOTIFICATION

It is required that film and print productions occurring in the Village of Pinecrest distribute a FILMING NOTIFICATION to identified residents/businesses impacted by a proposed production activity. Filming activities such as gunfire, special effects, helicopters etc., may require notification of additional areas as determined by the Office of the Village Manager. Provide list of residents/businesses notified for this production to the Village of Pinecrest.

Dear Resident/Merchant/Business Representative,

We will be filming scenes of _____
(project title)

at, _____, in your neighborhood.
(filming address)

Proposed date(s): _____

Hours: From _____ a.m. p.m. To _____ a.m. p.m.

Description of scenes and parking: _____

_____

_____

We are applying for all necessary permits and will maintain all legally required liability insurance. Additionally, all personnel required to ensure public safety will be on location. We will abide by all Village filming rules and any specific guidelines applicable to your neighborhood.

We will make every effort not to disturb you and will treat your neighborhood with the respect it deserves. Thank you, in advance, for your hospitality and cooperation while we are filming in your area.

If you have any questions or concerns regarding this project, please contact us at the production office or by mobile phone/pager.

Production Company: _____

Production Office Phone #: _____

Location Manager mobile/pager: _____

Production Manager mobile/pager: _____

Village of Pinecrest Contact:
Office of the Village Manager
12645 Pinecrest Parkway
Pinecrest, Florida 33156
(305) 234-2121
manager@pinecrest-fl.gov

Revised 4/2018

VILLAGE OF PINECRES T

VILLAGE OF PINECREST
FILMING GUIDELINES

(Adopted by Resolution 2006-34 as Amended by Resolution 2010-74)

1. **Applicability:** The following guidelines shall apply to all location filming which takes place in the Village of Pinecrest, except for current affairs and newscasts. Filming includes all related activities of set-up, tear down and clean-up as specified in paragraph 14.

2. **Permit Issuance:** Permits for location filming will be coordinated through and issued by the Office of the Village Manager (OVM).

3. **Timelines for Submission of Application:** The OVM will be advised of all location filming requiring a permit, not less than two business days in advance of filming. This does not apply to previously permitted locations where rescheduling is necessary. However, if an alternate shoot date is required and it is not on the permit or is a date other than what is on the permit, a subsequent letter of notification as described in item four below is required, but the application period is waived.

4. **Notification:**

   a. *Community:* Using the form provided by the OVM, all affected property owners/residents must be given notice by the Production Company/Entity at least 24 hours prior to the start of the shoot. Filming in residential areas for a period of seven (7) consecutive days or longer will not be approved unless a majority of affected property owners/residents have given their written approval.

      Affected property owners/residents shall mean:

      i) Interior Shooting:
         a. Properties within 500 feet

      ii) Exterior Shooting:
         b. Properties within 750 feet

      iii) Filming Requiring Street Closures:
         c. All properties on affected roadway

   b. *Village of Pinecrest:* The OVM will be notified of the start of production of any filming.

5. **Restrictions on Hours/Days for Filming:** Except as herein provided, the hours of filming shall be limited to the hours of 7:00 a.m. to 11:00 p.m. on weekdays and 9:00 a.m. to 11:00 p.m. on Saturdays, Sundays and legal holidays. Permits authorizing filming between 11:00 p.m. and 7:00 a.m. will be allowed only when approved by all affected property owners/residents.

6. Limitations on Filming Locations and Permit Fee:

Total Number of Persons	Maximum Permits per Year	Maximum Days per Permit	Off-Duty Police Officer	Fee Per Day
Still Photography				
1 – 12	N/A	N/A	N/A	$100
All Other				
1 – 15	25	3	No	$300
16 – 30	20	3	No	$300
31 – 60	12	4	Yes	$400
>60	10	4	Yes	$500
Vacant Lots Only				
N/A	15	4	No	$100

Any exception to the above requires the consent and approval of a majority of affected property owners/residents.

7. **Consideration to Residents/Occupants/Businesses:** These persons should be free from any negative environmental conditions resulting from filming, including but not limited to, spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection specifically:

    a *Lighting:* Lighting for filming should not interfere with the safe movement of traffic and should be oriented away from neighboring residences unless affected property owners/residents have been contacted and do not express any objection.

    b. *Noise and Nuisance Abatement:* The production company must comply with the provisions of Chapter 15 of the Village of Pinecrest Code of Ordinances.

    c. *Equipment:* A site plan shall be submitted showing the location of major equipment such as large lights and generators.

8. **Disruption to Residents/Occupants/Businesses:** It is the production company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses, and Village employees where filming occurs. This includes ensuring that residents, owners, and customers have access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties. The production company is under no obligation to provide compensation for disruption unless it voluntarily agrees to do so with residents/occupants/businesses or otherwise has a legal obligation to do so.

9. **Production Vehicles:** All vehicles carrying equipment involved in the production, and cast and crew vehicles will be issued a location filming vehicle permission card which must be displayed on their dashboards. It is the responsibility of the production company to determine in advance, the number of production vehicles requiring such permits. **All vehicles must be parked on the property or in a remote location.** A parking plan must be approved in advance by the OVM. Any damage to public swale areas by production vehicles shall be restored at the expense of the production company.

10. Traffic:

a. No interference with pedestrian or vehicular traffic is to occur unless otherwise noted on the permit. Every measure is to be taken to ensure that access, either vehicular or pedestrian, by persons with disabilities is not impaired.

b. Production vehicles, and those of cast and crew, must comply with appropriate traffic regulations unless stated otherwise on the permit.

c. All moving vehicles must comply with regulations governing traffic in or upon municipal property unless otherwise noted on the permit.

d. Except where a road is closed for filming, and moving vehicles are involved, the production company shall adhere to the posted speed limits and to lawful conditions unless directed otherwise by an Off-Duty Police Officer.

11. Parking and/or Standing:

a. Production vehicles must not block fire hydrants or be parked in fire lanes or within 30 feet of an intersecting street or impede any emergency response vehicles and must also adhere to any other requirements specified on the permit.

b. Production vehicles cannot block driveways or other access ramps without the approval of the owner.

c. It is up to the film company to make alternate parking arrangements for residents whose vehicles may be displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.

d. Production vehicles must not block parking lot access/egress ramps and accessible parking for persons with disabilities.

12. Traffic Stoppages: Intermittent traffic stoppages to a maximum of 3 minutes, unless stated otherwise, shall be under the supervision of an Off-Duty Police Officer. It is the production company's responsibility to arrange for the Public Works Department to cover, alter, remove and/or reinstall traffic or street signs as may be necessary.

13. Filming Involving Stunts, Pyrotechnic or other large scale Special Effects: In any zoning district or public right-of-way, filming involving pyrotechnic or special effects shall only be allowed only as a Conditional Use approved by the Village Council pursuant to the Land Development Regulations.

14. Clean-Up: Production crews must clean the location at the end of the day with a minimum amount of noise and disruption consistent with the provisions of Chapter 15 of the Village of Pinecrest Code of Ordinances and ensure that the area is returned to its original condition, unless otherwise approved by the OVM and noted on the permit. Materials and debris are not to be washed into storm water catch basins.

15. Conduct: It is the responsibility of the production company to ensure that their staff operate in a safe and professional manner in the course of their duties and adhere to the Village of Pinecrest Code of Conduct for Cast and Crew. Each member of the cast and crew shall be given a copy of the code of conduct.

16. Insurance: All production companies filming in the Village of Pinecrest, shall, submit a valid insurance certificate to the OVM prior to permit issuance. A certificate of comprehensive general liability insurance in the amount of $1 million per occurrence or such higher limits as the Village of Pinecrest reasonably requires depending on the nature of filming and all such policies shall add the Village of Pinecrest as an additional insured and shall contain an indemnification clause and shall not call into contribution any other insurance available to the Village of Pinecrest. In addition, such policies may not be cancelled or amended, during the dates of filming or permit, without the prior written consent of the OVM.

17. Expenses: The production company is responsible for all out-of-pocket expenses related to the use of Village roads, properties, parks, or equipment and shall be given an estimate of these costs prior to permitting. Once filming begins or is about to begin, if there are any changes to these arrangements, the Village of Pinecrest is to be notified immediately. Whenever expenses are anticipated, the production company will be required to post a cash bond, to the satisfaction of the Finance Director, to cover these costs or in the alternative, make advance payment.

18. **Security Deposit:** Where deemed necessary by the OVM, a certified security deposit shall be required prior to the issuance of a film permit. This deposit shall not be returned until all invoices, charges, and claims have been cleared.

19. **Safety:** Interior safety signs in buildings must not be covered, (e.g. fire exit signs) unless expressly agreed to by the property manager/owner.

20. **Restrictions:** The OVM reserves the right to refuse to issue a permit to a production company or individual who has failed in the past to adhere to these guidelines.

VILLAGE OF PINECRES T

VILLAGE OF PINECREST
FILMING CODE OF CONDUCT
FOR CAST AND CREW

Film and television productions are all guests in residential and commercial areas and shall treat all locations and the members of the public with courtesy. It is the responsibility of each producer/production company to ensure that cast and crew comply with this Code of Conduct. Please observe the following and act accordingly.

The Code of Conduct shall be distributed to every cast and crew member by the producer/production company.

1. Filming and all related activities can only take place between 7:00 a.m. and 11:00 p.m. pursuant to the Filming Guidelines.

2. Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time stipulated on the permit. Production vehicles shall park one-by-one, turning off engines as soon as possible. Cast and crew vehicles which are not covered by the location filming permit shall observe designated parking areas noted by location managers. This shall appear on the call sheet map.

3. Moving or towing of any vehicle is prohibited without the express permission of the owner of the vehicle.

4. Production vehicles shall not block or park in driveways without the express permission of the driveway owner.

5 Pedestrian traffic shall not be obstructed at any time. All cables and similar items must be channeled.

6. Cast and crew shall not trespass on residential or commercial property. They must remain within the boundaries of the property that has been permitted for filming.

7. Cast and crew meals shall be confined to the area designated in the location permit. Individuals shall eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly upon completion of the meal. All napkins, plates and cups used in the course of the work day shall be disposed of in the proper receptacles. All catering, crafts service, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition.

8. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers.

9. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the property owner and/or the Village, as required by the Land Development Regulations.

10. Film crew shall not remove street or traffic signs unless otherwise permitted by the Office of the Village Manager.

11. Every member of the cast and crew shall keep noise levels as low as possible at all times. Cast and crew will refrain from the use of lewd or improper language.

12. Every member of the crew shall wear a production pass (badge) when required by the location.

13. The cast and crew shall not bring guests or pets to the location unless expressly authorized in advance by the production company.