



**THE CITY OF BOERNE  
FILMING PERMIT APPLICATION**

Submit COMPLETED permit applications (including fees) to the Parks and Recreation Department no less than 5 days prior to the first day of filming.

**Fax :** (830) 331-9652

**Mail to:** City of Boerne  
Attn: Parks and Recreation  
P.O. BOX 1677  
Boerne, TX 78006

**Drop-off:** Parks & Recreation Administration Office  
1017 Adler Rd.  
Boerne, TX 78006

The filming permit application will be reviewed by the City of Boerne Parks and Recreation Department head and you will be contacted within 72 hours of the start filming time of approval or denial of permit.

**Approval of the permit is not guaranteed.**

*\*Some larger events may encompass multiple types of events. Permit information, fees and deposits may be required for each individual component of the event. Please submit all required information, fees & deposit along with your completed permit application form.*

**FEES:**

ITEM	FEES	TOTAL FEE	PAID DATE
FILM PERMIT FEE	\$50.00	<b>\$50.00</b>	
RENTAL FEES	VARIES PER FACILITY		
DAMAGE DEPOSITS	VARIES PER FACILITY		
ADDITIONAL FEES	\$30 PER MAN HOUR FOR CITY PERSONNEL		
<b>TOTAL PAID TO CITY</b>			

**CHECKS CAN BE MADE PAYABLE TO:**

**THE CITY OF BOERNE**  
PO BOX 1677  
BOERNE, TEXAS 78006

**APPLICANT TO COMPLETE:**

**PRODUCTION TITLE:** \_\_\_\_\_

**PRODUCTION TYPE:** \_\_\_\_\_

Feature Film \_\_\_ Documentary \_\_\_ TV-Series/Program \_\_\_ Still Photo \_\_\_ Reality TV \_\_\_  
Commercial \_\_\_ TV Movie \_\_\_ PSA \_\_\_ Student Project \_\_\_ Corporate \_\_\_ Educational \_\_\_

**PRODUCTION COMPANY NAME:**

Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**LOCATION MANAGER:**

Location Manager: \_\_\_\_\_  
Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**LOCATION MANAGER'S ASSISTANT (S):**

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

**FILM LOCATIONS & DATES:**

LOC #1: \_\_\_\_\_ Film Dates: \_\_\_\_\_ Time: \_\_\_\_\_  
LOC #2: \_\_\_\_\_ Film Dates: \_\_\_\_\_ Time: \_\_\_\_\_  
LOC #3: \_\_\_\_\_ Film Dates: \_\_\_\_\_ Time: \_\_\_\_\_

**PERSONNEL:** Total number of cast, crew etc. \_\_\_\_\_

**SECURITY:**

Boerne Police Department: Yes \_\_\_ No \_\_\_  
Private Security Company: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Cell Phone#: \_\_\_\_\_

**SPECIAL EFFECTS OR STUNTS:**

Smoke/Fire/Pyro \_\_\_ Falling/jumping from height \_\_\_ Vehicles \_\_\_ Animals \_\_\_  
Simulated weapons \_\_\_ Other (Please Explain): \_\_\_\_\_

**PRODUCTION NEEDS:**

\_\_\_ Barricades Numbers requested: \_\_\_\_\_  
\_\_\_ Request for use of Public parking (Street parking or parking lot) Location requested: \_\_\_\_\_  
\_\_\_ Facility Rentals  
\_\_\_ Other (Please specify): \_\_\_\_\_

**REQUEST FOR USE OF BOERNE PARK FACILITIES:**

\_\_\_ Main Plaza \_\_\_ City Park \_\_\_ Northup Park \_\_\_ Boerne City Lake  
\_\_\_ Veterans Park \_\_\_ River Rd Park  
See Facility Rules and Fees. Contact Parks Department for reservation.

**FILMING DESCRIPTION:** Describe in detail the activities and type of shot associated with the event. Please use a 2<sup>nd</sup> sheet if needed for full description.

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

**SITE PLAN:** Please include a map indicating placement of vehicles, camera, road closures, parking, and barricade

## **GENERAL TERMS, CONDITIONS, AND RESTRICTIONS:**

- 1) This permit must be in possession of the applicant at all times while on location and must be made available for inspection when requested by City authorities of the public.
- 2) Permittee agrees to comply with all applicable Federal, State, and local laws, regulations, ordinances, and rules. Vehicle code provisions and/or posted parking regulations will be enforced unless otherwise noted in this permit.
- 3) In the event that an authorized City representative finds that the activities being conducted by the Permittee unnecessarily endangers the health and safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole discretion, may suspend, cancel, or amend this permit. The City reserves the right to suspend, cancel, or amend this permit at any time without incurring any liability to the Permittee without a refund of permit fees.
- 4) The Permittee must obtain a liability insurance policy naming the City of Boerne as “additionally insured”, and as the “certificate holder” during the event with a face value of at least \$1,000,000. The permit itself is invalid if a current insurance certificate is not received by the Boerne Parks & Recreation Department and approved prior to the date of the event.
- 5) This permit does not constitute nor grant permission except as described in this permit to use or occupy property not belonging to, or under control of, the City of Boerne. Permission to use or occupy these properties must be obtained from the owner or controller of such property in addition to this permit. Proof of such permission will be required prior to issuance of a permit.
- 6) Permittee is responsible for obtaining the cooperation of the residents or owners of adjacent properties. Interference with movement or activities of these owners or residents should be as minimal as possible.
- 7) Parking in any areas designated as “no parking”, “loading zones”, “emergency only”, parking with any type of “restrictive definition”, needs to be designated within the Film Permit Application. Please note these locations on your site plan.
- 8) A fire lane of twenty (20) feet must be maintained, allowing access through the length of closed and open roadways/streets. Access to the fire hydrant must be maintained; no parking within 5 feet on either side of the existing fire hydrants.
- 9) Permittee must place equipment in such a way that pedestrians have safe passage and access to other sidewalks and building entrances. Any cords or any type of equipment must be placed so it will not interfere, or cause harm in any way to the pedestrians.
- 10) All accesses, ramps, parking stalls, etc. authorized or duly marked for use of “handicapped” persons shall remain open and accessible.
- 11) Driveways and entrances shall allow for accessibility for emergency vehicles.
- 12) Permittee must comply with the City of Boerne Code of Ordinance Article V, Chapter 14 Noise and Sound Level Regulations. The code prohibits any person to make, continue, or cause to be made or continued any loud, or unusual noise that annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of others. All City of Boerne Ordinances must be adhered to at all times. See Ordinance online [www.ci.boerne.tx.us](http://www.ci.boerne.tx.us) under Notices & Information/Code of Ordinances

## **PART VI – WAIVER OF LIABILITY**

I assume all risks associated with the use of the property identified in the permit. I do hereby, on behalf of myself, the Organization, any heirs, executors, administrators, successors and assigns, in consideration of being allowed to use the property identified herein, agree to indemnify the City of Boerne and the City of Boerne Parks and Recreation Department, its employees, elected officials, appointed officials, and agents from any and all damages, liabilities, actions, causes of actions, losses, costs, expenses, claims and demands arising out of the use of the property specified herein including, without limitation, death, personal injuries or loss of consortium, damage to or loss of use of property, which may be incurred as a result of the such use, I agree to abide by all City of Boerne rules and regulations formulated by the City Council for the use of buildings, property and athletic facilities and to adhere to all specifications and limits listed. I certify by my signature below that I am duly qualified representative of my organization, of legal age and authorized to sign this agreement. I further certify that I have read and understand all terms and conditions contained herein. Nothing herein shall be deemed as a waiver of Governmental immunity from liability.

**As an appointed representative of the production company, I have read and agree to the terms of this filming permit. I understand I may have filming temporarily or permanently shut down if the requirements as set forth are not followed either intentionally or unintentionally.**

**APPLICANT:**

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

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

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

The above signed hereby personally covenants, guarantees and warrants that he/she has the power to obligate the filming company to the terms and conditions of this permit.

**TO BE COMPLETED BY PARD STAFF:**

**INSURANCE APPROVED (Date):** \_\_\_\_\_

**PERMIT FEE PAID (Date):** \_\_\_\_\_

**POLICE/FIRE NOTIFICATION: (if required)**

Boerne Police notified on: \_\_\_\_\_ Notified via: \_\_\_\_\_

Boerne Fire notified on: \_\_\_\_\_ Notified via: \_\_\_\_\_

**APPLICATION SIGNED AND RETURNED (Date):** \_\_\_\_\_

**The City of Boerne Approval**

\_\_\_\_\_  
Parks and Recreation Director or designee

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