



**CITY OF WAXAHACHIE  
FILM/TELEVISION SHOOT  
PERMIT APPLICATION**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Film Company Name

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Cell (On-Site) Number

\_\_\_\_\_  
Additional Contact Person and Phone Number

\_\_\_\_\_  
Address, City, State, ZIP

\_\_\_\_\_  
Proposed Date(s) for Project Filming

\_\_\_\_\_  
Hours of Filming (Daily)

\_\_\_\_\_  
List Previous Filming(s) of Company in Waxahachie (Title and Dates)

\_\_\_\_\_  
Closing of Streets \_\_\_ Yes \_\_\_ No (If Yes, Identify Time and Location)

Check Each Applicable:

\_\_\_ Structures Built

\_\_\_ Tents Used

\_\_\_ Fences Installed

\_\_\_ Barricades

\_\_\_ Banners

\_\_\_ Restrooms

\_\_\_ Generators Used

\_\_\_ Cable Laid

\_\_\_ Animals

\_\_\_ Special Lighting

\_\_\_ Amplified Music

\_\_\_ Sale of Merchandise

\_\_\_ Unusual Props

\_\_\_ Security Required

\_\_\_ Traffic Signs Required

\_\_\_ Sale of Food/Beverage

\_\_\_ Firearms Required

\_\_\_ Special Effects

If any of the above are checked, list specific details associated with each identified item: (Provide additional pages if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List firearms, dangerous materials, animals or special effects required at the location:

---

---

Clean up Details \_\_\_\_\_

---

---

List Other Permits and Licenses Required (Including Adjacent Jurisdictions) \_\_\_\_\_

---

---

Have Other Permits and Licenses Been Obtained? \_\_\_\_ Yes \_\_\_\_ No

Will all locations be restored to like or better condition than as originally found? \_\_\_\_ Yes \_\_\_\_ No

If "No", please explain: \_\_\_\_\_

---

Is a Copy of Required Proof of Liability Insurance Attached? \_\_\_\_ Yes \_\_\_\_ No

NOTE: Insurance policy must cover a minimum of one million US dollars in liability coverage, and list the City of Waxahachie (P.O. Box 757, Waxahachie, Texas 75168), its employees, agents and affiliates as the holder.

**IMPORTANT: \*Please attach a detailed description of activities, locations, and requested City services\***

AS A CONDITION OF THIS PERMIT, THE PERMIT HOLDER AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF WAXAHACHIE AND ALL OF ITS OFFICERS AND EMPLOYEES AGAINST ANY AND ALL SUITS, CAUSES OF ACTION OR CLAIMS FOR INJURIES, DAMAGES, COSTS AND EXPENSES TO PERSONS OR PROPERTY, WHETHER PUBLIC OR PRIVATE, THAT MAY ARISE OUT OF, OR BE OCCASIONED BY, ANY ACTIVITY OR ANY ACT, OMISSION OR MISCONDUCT OF THE PERMIT HOLDER OR HIS AGENTS, REPRESENTATIVES, CONTRACTORS, OR EMPLOYEES. THE PERMIT HOLDER AGREES TO DISCHARGE ANY AND ALL JUDGMENTS THAT MAY BE RENDERED AGAINST THE CITY OF WAXAHACHIE OR ITS OFFICERS AND EMPLOYEES IN CONNECTION WITH ANY SUIT, CAUSE OF ACTION, OR CLAIM AFTER THE JUDGMENT BECOMES FINAL AND UNAPPEALABLE.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received and Approved By

\_\_\_\_\_  
Date

**This permit application as well as all relevant documentation (proof of insurance, description of activities, etc.) shall be submitted to the City of Waxahachie one week prior to shooting and three weeks when City Council approval is required.**



## **CITY OF WAXAHACHIE GUIDELINES FOR USE OF PRIVATE PROPERTY FOR FILMING LOCATIONS**

Film production in Waxahachie is increasing annually with producers from both in and out-of-state taking advantage of the unique and beautiful locations that Waxahachie has to offer for feature films, television programs, and commercials.

As we welcome this industry, our goal is to allow efficient use of public property, maximize the impact of the filming industry within the community, and establish guidelines to help the private property owner take advantage of these exciting projects.

For the private property owner, the use of their home or business can be an exciting and possibly profitable opportunity when the scope of the project and the process is understood. The guidelines established herein are intended to assist the property owner and the film company to communicate effectively, to ensure that the property owners' interests are protected, and that the film company's project proceeds with minimal negative side effects.

### ***Location Use Guidelines***

1. The property owner is initially contacted by a location scout or location manager. This person is often hired locally by the film company, but may also be from out of state. His/her credentials can be confirmed through the Dallas Film Commission or Texas Film Commission.
2. The property owner should determine the nature of the project and how the property will be utilized. For example, will there be smoke, fire, gunshots, or other special effects? They may ask to read the script or segment where their property will be used.
3. Determine the exact number of days required for the shoot plus any backup days. Also determine the hours of each day.
4. Arrange for a walk-through with the director or production manager to determine the exact interiors and exteriors desired for filming; where equipment and vehicles will need to be positioned or parked; any off limits areas as determined by the owner; and any areas such as roofs, trees, fences, or windows that need to be altered during filming.
5. Determine what personal property of the owner is to be used, how and where to store the items that will not be used, and who will be responsible for packing and moving. Specific storage areas may need to be designated "for owner's use only".
6. Determine who will be allowed on the set during filming, and how this will be enforced.
7. Determine rules and regulations regarding smoking, use of restrooms, water, electricity, kitchen, food, laundry, trash, where meals will be eaten, floor coverings, and any other issues that are important to the owner.

8. Determine how the homeowner will be accommodated during filming and any living expenses that will be required.
9. Designate parking for personal vehicles.
10. Determine clean-up requirements, who is responsible, when the clean-up will be completed, and arrange for a final walk-through for owner approval.
11. Location fees are negotiable. The owner should feel comfortable with the amount agreed upon, and payment should be made in full prior to any filming.
12. Owner may wish to request and negotiate a security deposit.
13. Any specifics should be agreed upon in writing. One example could be;

The applicant (film company) agrees to indemnify the owner and to be solely and absolutely liable for any and all claims, suits and judgments against the owner and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his employees or otherwise.

Any agreements should be signed by a principle or agent of the production company.

15. The owner must get a certificate of insurance, including a "hold harmless clause" in case of any injuries on the property. The city requires the production company to carry insurance, for property damage and liability. A copy of the insurance certificate should be given to the property owner before any crew comes on the property. The owner must also verify with the City of Waxahachie that the project is permitted and approved by the city, including when filming on private property within the city limits.
16. If the owner has questions regarding filming on his/her property, or would like to find out how to make their property available for future film projects, please contact Amy Hollywood at the City of Waxahachie, 469-309-4012 or [ahollywood@waxahachie.com](mailto:ahollywood@waxahachie.com).