



Pender County Film Permit Application



I. General Information

Production Company: _____

Address: _____

Phone Number: _____

Location Manager: _____

Address: _____

Business Phone: _____ Cell Phone: _____

Other Contact Person: _____ Cell Phone: _____

Business Phone: _____

Date of Application: _____

Type of Production:

Feature _____ T.V. Series _____ Commercial _____ Other _____

Anticipated Dates on total production from _____ to _____

Anticipated Dates in Pender:

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: _____

Tractor Trailer: _____ Number: _____

Condors: _____ Number: _____

Vans: _____ Number: _____

Auxiliary lighting Vehicles: _____ Number: _____

Other: _____

Street Closures:

*Must be approved through the North Carolina Department of Transportation and/or the Pender County Sheriff's Office depending on filming location.

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

Date	Type
_____	_____
_____	_____
_____	_____

Indicate any scenes that may be offensive to minority groups, ethnic groups, religious groups, or scenes that may include inflammatory banners, pickets, placards, etc.

Briefly described any anticipated alteration to public property or private property readily visible from public areas.

Anticipated use of County Property (include parks, buildings, etc.)

Anticipated needs of County services such as sheriff vehicle, rescue personnel, fire personnel, fire trucks, etc.

III. Guidelines

Any film production company desiring to film on public property or film so as to affect public property owned by Pender County must apply for a permit. This application must be presented to the Pender County Parks and Recreation Department 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 County.

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 Pender County. Failure to obtain such approval shall give the County 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 Pender County property.

- 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 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 Pender County. A list of those persons and businesses requiring notification shall be forwarded to Pender County in a written format indicating name, address, and date person was contacted. Pender County reserves the right to revoke permits where sufficient notification has not been given.
- 3.** The use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may not be undertaken unless specifically approved in writing by the Pender County Fire Marshal.
- 4.** Removal, cutting, or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by permit.
- 5.** Filming shall not take place on private property without the written consent of the property owner.
- 6.** Lighting for filming, both during the day and night must be oriented away from neighboring residences unless approved by the County and shall not interfere with the safe movement of traffic.
- 7.** 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.
- 8.** 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.
- 9.** The County reserves the right to require the presence of a Sheriff Deputy at any filming activity utilizing public property.
- 10.** All sets, pilings, fencing, etc. shall be removed within seven (7) days after the conclusion of filming. If such sets are not removed within this time frame, the County will remove such sets and the Production Company will be responsible to the County for the costs of said removal.
- 11.** The Location Manager of the Film Production must provide Pender County 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.
- 12.** The name "Pender," the County Seal, etc. may not be used without written authorization from the Board of Commissioners of Pender County.

13. Upon review of the film application, Pender County Parks and Recreation 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 fees:
 - Pender County Courthouse Square: \$3,000.00
**Interior use of Pender County Courthouse must be coordinated through the Pender County Clerk of Superior Court and may be subject to additional fee*
 - Pender Memorial Park: \$1,500.00
 - Hampstead Kiwanis Park: \$1,500.00
 - Millers Pond Park: \$1,500.00
 - Pender County Government Annex: \$2,000.00
 - Biberstein House: \$1,500.00
 - Penderlea Gym: \$2,000.00
 - Penderlea Auditorium: \$2,000.00
 - Penderlea Grounds: \$1,500.00
**does not include Penderlea Gym/Auditorium*

****Any Pender County owned property not listed above can be rented on a case by case basis and additional fees may apply.**

- The permit fee shall be made payable to Pender County 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. These Pender County employees and properties shall not be used as part of filming.

- In addition, the following fees will apply:

- Sheriff's Deputy \$ 30.00 / Hour, 4 Hour Minimum

-Marked Patrol Vehicles \$ 15.00 / 4 Hours or \$50.00 per day

You must contact the Pender County Sheriff' Office to contract with a Deputy.

14. Filming permits will not be issued that would conflict with normal operations of any entity facility and/or function.

15. All Pender County ordinances are to be adhered to.

Applicant Signature

Date

WAIVER: The Film Production Company shall indemnify, defend, and hold harmless the County, 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 County 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/ DISAPPROVED

Pender County Representative

Date

Additional Comments:

