



GUIDELINES FOR APPLICATION FOR COMMERCIAL MOTION PICTURE

FILMING PERMIT IN ACCORDANCE WITH ORDINANCES

NUMBER 3-86, 7-88, 23-88, 5-89 AND 10-90

The following guidelines shall be complied with in order to secure the permit necessary to film in the Town of Palm Beach which is granted by the Town Council:

1. Applicant shall complete application available in the Town Clerk's Office, returning same to the Town Clerk's Office at least thirty (30) days prior to the date of dates upon which the applicant wishes to conduct said activity. After review and comments by Town Staff, the application will then be required to be considered by the Town Council at a regularly scheduled monthly meeting (the second Tuesday of each month; however, please check with the Town Clerk on specific meeting date when Town Council consideration will be scheduled).

2. Applicant shall furnish a Hold Harmless Agreement in favor of the Town of Palm Beach, saving, defending and holding harmless the Town of Palm Beach, its agents, employees and representatives from any claim which arises as a result of the activities of the applicants, its agents, representatives or employees within the Town.

3. Applicant shall provide a Certificate of Insurance naming the Town of Palm Beach as a named insured in the amount of not less than \$10,000,000.00. In the event an aircraft is to be involved in any filming, the insurance policy shall be for an amount not less than \$100,000,000.00. In the event water craft is to be involved in any filming, insurance policy shall be for an amount not less than \$25,000,000.00.

4. Applicant shall deposit an application fee of \$1,500.00 (non-refundable) with the Town and an amount determined by the Town Manager and approved by the Town Council to compensate the Town for any extraordinary service required by the Town for purposes of carrying on the activity which will be conducted pursuant to the terms of the permit. In addition to the \$1,500.00 application fee, there will be a filming fee of One Thousand Dollars (\$1,000.00) per day for each day of filming.

5. The Ordinances referred to in the title are attached to the application as well as the sections in the Code referring to aircraft and traffic. It should be noted that compliance with other Town Ordinances, as applicable, will be necessary.

6. Applicant shall provide to the Town a copy of written authorization from each property owner on which the proposed filming is to take place.

7. Filming is allowed in the Town of Palm Beach only from April 16 through November 14, between the hours of 10:00 A.M. to 4:00 P.M. and 6:00 P.M. to 8:00 A.M. for a maximum number of seven (7) days of any one month. This is the maximum number of days allowed for all motion picture filming (not the maximum for each approved applicant) during any one month within the Town of Palm Beach. There shall be no blockage or impediment of the public streets, sidewalks or rights-of-way of the Town which would restrict or inhibit the normal flow of pedestrian or vehicular traffic. Filming is not allowed in the residentially zoned districts and is restricted to the commercially zoned districts within the Town. Filming is not permitted in any governmental building of the Town or on the sidewalks or rights-of-ways abutting any such governmental building nor on any street, roadway or thoroughfare less than (30') feet in width.

8. It is understood that all of the provisions will be adhered to, as contained in Ordinances 3-86, 7-88, 23-88 and 10-90.

NOTE:

The County of Palm Beach has a Film & Television Commission and you may wish to contact them at 2195 Southern Blvd., Suite 520, West Palm Beach, FL 33406. Phone: (561) 233-1000. Website: [www.pbfilm.com](http://www.pbfilm.com).

APPLICATION FOR PERMIT FOR COMMERCIAL MOTION PICTURE MAKING

1. NAME, ADDRESS, AND PHONE NUMBER OF PERSON, FIRM OR CORPORATION APPLYING FOR THE PERMIT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

2. NUMBER OF PERSONNEL AND NUMBER AND TYPE OF VEHICLES AND SPECIFIC FILMING EQUIPMENT WHICH WILL BE INVOLVED IN THE CONDUCT OF THE FILMING ACTIVITIES FOR EACH PROPOSED LOCATION. (USE SEPARATE SHEET IF NECESSARY.)

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3. DATE, TIME AND PLACE FOR EACH PROPOSED LOCATION. (USE SEPARATE SHEET IF NECESSARY.)

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

SPECIFIC LOCATIONS: \_\_\_\_\_

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4. DESCRIBE THE SPECIFIC PROPOSED FILMING ACTIVITY FOR EACH LOCATION WHICH PUBLIC PROPERTY IS REQUESTED TO UTILIZE. (USE SEPARATE SHEET IF NECESSARY.)

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5. NAME, ADDRESS, AND TELEPHONE NUMBER OF THE PERSON WHO WILL BE IN CHARGE OF THE FILMING ACTIVITY.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

6. BY THE SIGNING OF THIS APPLICATION, THE APPLICANT AGREES TO THE FOLLOWING CONDITIONS:

- I. Filming is allowed from April 16 thru November 14<sup>th</sup> between the hours of 10 A.M. to 4 P.M. and 6 P.M. to 8 A.M..
- II. There will be no blockage or impediment of the public streets, sidewalks or rights-of-ways of the Town which would restrict or inhibit the normal flow of pedestrian or vehicular traffic. Filming is not allowed on any street, roadway or thoroughfare less than thirty (30') feet in width.
- III. The filming is restricted to the commercially zoned districts within the Town and shall not be permitted within the residentially zoned districts. Filming is not permitted in any governmental building of the Town of Palm Beach or on the sidewalks or rights-of-way abutting any such building.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

Sworn to and subscribed before me, a  
Notary Public, on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
DATE OF TOWN COUNCIL MEETING WHEN PERMIT  
ISSUANCE WAS AUTHORIZED.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

SEAL

APPROVED

\_\_\_\_\_  
TOWN MANAGER

\_\_\_\_\_  
DATE

CONDITIONS:

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