

**ORDINANCE NO. O-22-25**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS, AMENDING CHAPTER 5 "BUSINESS REGULATIONS" OF THE CITY'S CODE OF ORDINANCES BY ADOPTING ARTICLE 5.11 "FILM AND MEDIA PRODUCTION" PROVIDING FOR THE REGULATION OF FILMING ACTIVITIES AFFECTING CITY-OWNED AND CONTROLLED AND RELATED PROPERTY, EQUIPMENT AND PERSONNEL FOR MOTION PICTURE PRODUCTION; DELEGATING AUTHORITY TO CITY MANAGER FOR ADMINISTERING REGULATIONS ADOPTED HEREBY; AMENDING APPENDIX A "FEE SCHEDULE" OF THE CITY OF KAUFMAN'S CODE OF ORDINANCE, ARTICLE A1.000 "MISCELLANEOUS FEES" TO ADOPT A NEW SECTION A1.005 "FILM FRIENDLY FEES"; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING CUMULATIVE REPEALER, SAVINGS AND SEVERABILITY CLAUSES; PROVIDING FOR A PENALTY; DETERMINING COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Kaufman is a home rule municipality formed and operating under the Texas Constitution, the laws of the State of Texas, and its Home Rule Charter (the "City"); and

**WHEREAS**, the City Council of the City of Kaufman finds and determines that it is in the best interests of the citizens of the City to adopt a guidelines for the commercial use of City-owned property, including but not limited to streets, rights-of-way, parks, and public buildings, the commercial use of private property which may affect adjacent public or private property, and the use of City equipment and personnel, in all types of motion picture production, including, but not limited to, feature films, television programs, commercials, music videos and corporate films (the "Guidelines"); and

**WHEREAS**, the Council further finds that film production guidelines may promote economic development activity within the City, but should be designed to protect the personal and property rights of the City and its residents and businesses; and

**WHEREAS**, the City Council wishes to encourage filmmakers and all media production and moving image professionals to take advantage of the unique beauty, character, culture, and history of the City; and

**WHEREAS**, the Council further finds that the City Manager should be delegated the authority and responsibility for enforcing the provisions of the Guidelines; and

**WHEREAS**, the City Council adopted Chapter 5 "Business Regulations" of the City's Code of Ordinances to provide various regulations for various types of businesses operating within the City; and

**WHEREAS**, the City Council wishes to amend Chapter 5 by adopting regulations for any and all types of filming in the City, including the requirements, responsibilities and costs; and

**WHEREAS**, the City Council wishes to protect the personal and property rights of residents and businesses of the City, and to promote public health, safety, and welfare.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS:**

**SECTION 1. RECITALS.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the City Council.

**SECTION 2. AMENDMENTS.**

**2.01. Chapter 5, Business Regulations.** Chapter 5 “Business Regulations” of the City of Kaufman Code of Ordinances is hereby amended to adopt a new Article 5.11 “Film and Media Production” of Chapter 5 of the Code to be and read in its entirety as set forth in **Exhibit “A”** attached hereto and incorporated herein for all purposes, and all other sections of Chapter 5 not expressly amended hereby shall remain in full force and effect.

**2.02. Appendix A, Fee Schedule.** Article A5.000, “Business Fees”, of Appendix A, Fee Schedule of the City of Kaufman Code of Ordinances is hereby amended to adopt a new Section A5.006, “Film Friendly Fees” of Article A5.000 of the Code of Ordinances to be and read in its entirety as follows and all other sections of Article A5.000 and Appendix A not expressly amended hereby shall remain in full force and effect:

**“Article 5.11 Film and Media Production.**

<b>Description</b>	<b>Amount</b>
Application Processing Fee	\$50.00
Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area	\$500.00
Partial, non-disruptive use of a public building, park, right-of-way, or public area	\$250.00
Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking	\$50.00
Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking	\$25.00

Use of City parking lots, parking areas, and City streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles)	\$50.00"
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**SECTION 3. APPLICATION.** The "Application for Commercial Filming" in the "Guidelines for Filming in Kaufman, Texas" is set out in Exhibit "B," attached hereto and incorporated herein, shall be accepted on behalf of the City for the listed permits, licenses, activities, or services.

**SECTION 3. CUMULATIVE REPEALER.** This Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances, or parts thereof, in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided, however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such other Ordinances on this date of adoption of this Ordinance shall continue to be governed by the provisions of such Ordinance and for that purpose the Ordinance shall remain in full force and effect.

**SECTION 4. SAVINGS.** All rights and remedies of the City are expressly saved as to any and all violations of any existing ordinance of the City, and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances same shall not be affected by this Ordinance but may be prosecuted until final disposition by the court.

**SECTION 5. SEVERABILITY.** The provisions of this Ordinance are severable. However, in the event this Ordinance or any procedure provided in this Ordinance becomes unlawful, or is declared or determined by a judicial, administrative, or legislative authority exercising its jurisdiction to be excessive, unenforceable, void, illegal, or otherwise inapplicable, in whole or part, the remaining and lawful provisions shall be of full force and effect and the City shall promptly promulgate new revised provisions in compliance with the authority's decisions or enactment.

**SECTION 6. PENALTY.** Any person, firm, or corporation who intentionally, knowingly or recklessly violates any provision of this Ordinance or the Code of Ordinances, as amended hereby, shall be subject to a fine not to exceed the sum of five hundred dollars (\$500.00) for each offense, and each and every day any such offense shall continue shall be deemed to constitute a separate offense, provided, however, that in all cases involving an intentional, knowing, reckless, or criminally negligent violation of any provision of this ordinance or Code of Ordinances, as amended hereby, governing public health shall be subject to a fine not to exceed the sum of two thousand dollar (\$2,000.00) for each offense, and each and every day any such offense shall continue shall be deemed to constitute a separate offense.

**SECTION 7. OPEN MEETINGS.** It is officially found, determined and declared that the meeting at which this Ordinance is adopted was open to the public and public notice

of the time, place and subject matter of the public business to be considered at such meeting, including this Ordinance was given, all as required by Chapter 551, as amended, Texas Government Code.

**SECTION 8. EFFECTIVE DATE.** This Ordinance shall become effective from and after its date of passage and publication as may be required by law.

**PASSED AND APPROVED** this 28<sup>th</sup> day of July, 2025.



\_\_\_\_\_  
**JEFF JORDAN**  
**MAYOR**

**ATTEST:**



\_\_\_\_\_  
**JESSIE HANKS**  
**CITY SECRETARY**

**APPROVED AS TO FORM:**



\_\_\_\_\_  
**M. ANN MONTGOMERY**  
**CITY ATTORNEY**



## **Exhibit "A"**

### **Chapter 5, Business Regulations**

#### **Article 5.11 Film and Media Production**

##### **5.11.001 PURPOSE**

- (a) The regulations contained in this Article are intended to create a program for promoting economic development activity within the City and its vicinity. The following regulations are also intended to protect the personal and property rights of the City's residents and businesses, and to promote public health, safety, and welfare. The City Manager is authorized to adopt administrative guidelines as reasonably necessary for the preservation and to serve the interest of public health, safety, and welfare.
- (b) This Article covers requests for commercial use of City-owned property (including but not limited to public streets, rights-of-way, parks, and/or public buildings), commercial use of private property which may affect adjacent public or private property, and the use of City equipment, resources, and personnel in all types of motion picture production, including, but not limited to, feature films, television programs, commercials, music videos, documentaries, and corporate films.

##### **5.11.002 CITY AUTHORITY**

- (a) The City Manager or his designee is authorized to administer this Article. The City may authorize by permit the use of any street, right-of-way, park, public building, equipment, or personnel for commercial uses in the filming or taping of movies, television programs, documentaries, commercials, training films, or other media, and related activities. In conjunction with these uses, the City may require that any or all of the conditions set forth in a permit, or as otherwise established herein, be met by an applicant, and/or remuneration or fees as specified herein or in the City's Fee Schedule be paid by an applicant as a prerequisite to that use.
- (b) The City shall have exclusive authority to grant an applicant the use of public streets, rights-of-way, parks and public buildings, equipment, resources, and personnel of the City, as well as authority to regulate the hours of production and the general location of the production. The City reserves the full and absolute right, and authorizes the City Manager, to prohibit all filming or to order cessation of filming when necessary to promote public health, safety, and welfare.
- (c) An applicant shall allow employees of City departments, including without limitation, Police, Fire, and Development Services Department, access to sites for which a permit has been issued in order to inspect all structures, property, devices, and equipment to be used in connection with the filming and taping, upon written

request of the City Manager. The City Manager shall have the authority to identify employees and departments authorized to perform the inspections authorized by this section.

- (d) A permit under this Article does not constitute a grant of any ownership, leasehold, easement, or other property interest or estate in any City property or other property.

#### **5.11.003 PERMIT REQUIREMENTS**

- (a) Before filing an application for a permit authorizing filming in the City under this Article, the City Manager must be contacted to discuss the production's specific filming requirements and the feasibility of filming in the City, and to coordinate other logistics and/or questions. Any commercial producer who desires to undertake a commercial production in the City is required to complete and return the application for filming to the Office of City Manager, within the time frames below:

- i. **Commercials or episodic television:** a minimum of two (2) business days prior to the commencement of filming or any substantial activity related to the project.
- ii. **Feature films:** a minimum of five (5) business days prior to the commencement of filming or any substantial activity related to the project.

- (b) The applicant shall obtain and maintain any and all licenses, permits, copyrights, permissions, or other requirements necessary to comply with this Article, state and federal laws governing the project.

#### **5.11.004 FEES**

An application processing fee, as set forth in the City's Fee Schedule, shall accompany each application for filming in Kaufman. A non-profit organization that is able to provide written documentation of its status as a tax-exempt not-for-profit corporation shall be exempt from the payment of permit application fees required under this Article or the City's Fee Schedule. The applicant shall reimburse the City for costs and inconveniences of using public property, personnel, facilities, and/or other resources, as described in this article. The Master Fee Chart shall outline the fee rate schedule.

#### **5.11.005 USE OF CITY EQUIPMENT AND PERSONNEL**

- (a) The applicant shall pay for all costs of any Police, Fire, Public Works, Parks and Recreation, or other City personnel assigned to the project (whether or not specifically requested by the production). Remuneration rates for the use of any City equipment, including police cars and fire equipment, will be established on a case-by-case basis as determined by the City Manager. The applicant shall pay all costs in full within ten (10) days after receipt of an invoice for said costs. The

City Manager may, at his/her discretion, require an advance deposit for all costs related City personnel and/or the use of City equipment.

- (b) The City Manager, in consultation with the Chief of Police and/or Fire Chief, shall have the authority to stipulate additional fire or police requirements and level of staffing for same, at any time during a film project if it is determined to be in the best interest of public health, safety and welfare, which cost shall be borne entirely by the Applicant.
- (c) The City Manager, in consultation with the Chief of Police and/or Fire Chief, shall have the authority to stipulate additional police or fire requirements and level of staffing, at any time during a project if it is determined to be in the best interest of public health, safety, and welfare. Such costs shall be borne entirely by the applicant. Any off-duty police officers or firefighters used shall be paid directly by the applicant at the rate no less than one and one-half times their hourly rate.

#### **5.11.006 USE OF CITY-OWNED PROPERTY**

- (a) The City Manager may authorize the use of any street, right-of-way, park, or public building, use of City's name, trademark, or logo and/or use of City equipment and/or personnel for commercial uses in the project. In conjunction with these uses, the City Manager may require that any or all of the conditions and/or remuneration as specified herein and on the application be met as a prerequisite to that use. A security or damage deposit may be required within the discretion of the City Manager. The applicant shall not use, and applicant shall prohibit its employees and contractors from using, City property for any activities not expressly permitted by the City, which may include, but is not limited to, construction of structures, changing, modifying, or damaging property, or causing hazardous material to be brought onto the property. Any right of use granted to the applicant for use of City property shall be subject and subordinate to the City's necessary uses for municipal purposes. The City retains the right to all other persons to use the City property at the time that applicant is using the City property in a manner that does not unreasonably interfere with applicant's permitted activities.
- (b) The applicant acknowledges and agrees that the City possesses and retains exclusive authority to grant the applicant a revocable license for the use of its name, trademark, logo, public streets, rights-of-way, parks, and buildings of the City as well as control over the hours of production and the general location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming activity in order to promote the public health, safety, and welfare, or convenience, or to protect the personal or property rights of City residents or businesses.
- (c) In order to leave City-owned property in as good condition as when received, the applicant is responsible for and must provide professional cleaning, street sweeping, and/or sanitation services upon completion of work, if the City requests such services at any time. Upon such a request by the City, the

applicant must obtain approval from the City of the applicant's arrangements for such services (which will not be unreasonably withheld). The City may require such approval before use of the City-owned property before production activity begins.

#### **5.11.007 VEHICLES AND EQUIPMENT**

The applicant shall provide a report listing the number of vehicles and types of equipment to be used during the filming, including proposed hours of use and proposed parking locations. Such locations will need to be specifically approved by the City Manager. On-street parking or use of public parking lots is subject to City Manager approval. The use of exterior lighting, power generators, or any other noise- or light-producing equipment requires approval of the City Manager.

#### **5.11.008 HOURS OF FILMING**

Unless express written permission has been obtained from the City Manager in advance, and affected property owners, tenants, and residents have been notified, filming will be limited to the following hours:

- (a) **Monday thru Friday:** 7 a.m. to 9 p.m.
- (b) **Saturday, Sunday, & City-recognized Holidays:** 8 a.m. to 8 p.m.

#### **5.11.009 NOTIFICATION OF NEIGHBORS**

The applicant shall provide a short, written description, approved by the City Manager, of the schedule for the proposed production to the owners, tenants, and residents of each property in the affected neighborhood(s) or areas where filming is to occur. The applicant, or his or her designee, shall notify each owner, tenant, and resident of all such property of the impacts to such property during the production (including but not limited to public property or street closures), and shall submit, as part of the application, a report noting any owners', tenants' and/or residents' comments, along with their signatures, addresses and phone numbers. Based upon this community feedback, and other appropriate factors considered by the City Manager, the City Manager may grant or deny the filming application.

#### **5.11.010 CERTIFICATE OF INSURANCE**

The Applicant shall attach a valid certificate of insurance, issued by a company authorized to conduct business in the state of Texas, naming the City and its agents, officers, elected officials, employees and assigns, as additional insured, in an amount not less than \$1,000,000 general liability, including bodily injury and property damage with a \$1,000,000 umbrella; and automobile liability (if applicable) in an amount not less than \$1,000,000 including bodily injury and property damage.

### **5.11.011 DAMAGE TO PUBLIC OR PRIVATE PROPERTY**

The applicant shall restore any property used in accordance with this Article to its original condition prior to the production, or to better than original condition, and pay in full, within ten (10) days of receipt of an invoice, the costs of repair for any and all damage to public or private property, resulting from or in connection with, the production.

### **5.12.012 HOLD HARMLESS AGREEMENT**

The applicant shall sign a Hold Harmless Agreement with the City holding the City harmless from any claim that may arise from their use of designated public property, right-of-way, or equipment in conjunction with that permitted use.

### **5.12.013 PENALTY**

Any person, firm, or corporation who intentionally, knowingly or recklessly violates any provision of this Article, as amended, shall be subject to a fine not to exceed the sum of five hundred dollars (\$500.00) for each offense, and each and every day any such offense shall continue shall be deemed to constitute a separate offense, provided, however, that in all cases involving an intentional, knowing, reckless, or criminally negligent violation of any provision of this Article, as amended, governing public health shall be subject to a fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense, and each and every day any such offense shall continue shall be deemed to constitute a separate offense.

**EXHIBIT B**  
**Attached**

## Guidelines for Filming in **Kaufman**, TX

- I. Purpose
- II. City Control/City Manager Authority
- III. Permit Requirements and Fees
- IV. Application Fee
- V. Use of City Equipment and Personnel
- VI. Use of City-Owned Real Estate
- VII. Vehicles and Equipment
- VIII. Hours of Filming
- IX. Notification of Neighbors
- X. Certificate of Insurance
- XI. Damage to Public or Private Property XII. Hold Harmless Agreement

Revised 09-27-22



# Guidelines for Filming in Kaufman, Texas

## I. PURPOSE

The Guidelines contained in this policy are intended to create a program for promoting economic development activity within **Kaufman** and the vicinity of the City. The following Guidelines are also intended to protect the personal and property rights of **Kaufman**, Texas residents and businesses, and to promote the public health, safety and welfare. The City Manager reserves the right to impose additional regulations in the interest of public health, safety and welfare, or if otherwise deemed appropriate by the City Manager.

These Guidelines cover requests for commercial use of City-owned property (including but not limited to streets, rights-of-way, parks, and/or public buildings), commercial use of private property which may affect adjacent public or private property, and the use of City equipment and personnel in all types of motion picture production, including, but not limited to, feature films, television programs, commercials, music videos and corporate films.

## II. CITY CONTROL/CITY MANAGER AUTHORITY

The City Manager may authorize the use of any street, right-of-way, park, or public building, equipment or personnel for commercial uses in the filming or taping of movies, television programs, commercials, or training films and related activities. In conjunction with these uses, the City Manager may require that any or all of the conditions and/or remuneration herein and as specified on the application be met as a prerequisite to that use.

The Applicant agrees that the City of **Kaufman** shall have exclusive authority to grant the Applicant the use of public streets, rights-of-way, parks and public buildings of the City, as well as authority to regulate the hours of production and the general location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming in order to promote the public health, safety or welfare.

The Applicant shall allow City departments (e.g., Police, Fire, Building) to inspect all structures, property, devices and equipment to be used in connection with the filming and taping, as deemed appropriate by the City Manager.

## III. PERMIT REQUIREMENTS

Before filing an application for filming in **Kaufman**, the Office of the City Manager must be contacted to discuss the production's specific filming requirements and the feasibility of filming in **Kaufman, TX**.

Any commercial producer who desires to undertake a commercial production in **Kaufman** is required to complete and return the attached application for filming to the Office of the City Manager, within the time frames below:

- **Commercials or episodic television:** a minimum of two (2) business days prior to the commencement of filming or any substantial activity related to the project.
- **Feature films:** a minimum of five (5) business days prior to the commencement of filming or any substantial activity related to the project.



**IV. APPLICATION FEE**

An application processing fee of \$50.00 shall accompany each application for filming in **Kaufman**.

The City Manager may waive this fee upon proof of an organization's non-profit status or for any other reason deemed appropriate by the City Manager.

**V. USE OF CITY EQUIPMENT AND PERSONNEL**

The Applicant shall pay for all costs of any Police, Fire, Public Works, or other City personnel assigned to the project (whether or not specifically requested by the production). Remuneration rates for the use of any City equipment, including police cars and fire equipment, will be established on a case-by-case basis as determined by the City Manager. The Applicant shall pay all costs in full within ten (10) days after receipt of an invoice for said costs. The City Manager may, at his/her discretion, require an advance deposit for all costs related City personnel and/or the use of City equipment.

The City Manager, in consultation with the Chief of Police and/or Fire Chief, shall have the authority to stipulate additional fire or police requirements and level of staffing for same, at any time during a film project if it is determined to be in the best interest of public health, safety and welfare, which cost shall be borne entirely by the Applicant.

Off-duty police officers and firefighters shall be paid by the production company at a rate no less than one and one-half times their hourly rate.

**VI. USE OF CITY-OWNED REAL ESTATE**

The City Manager may authorize the use of any street, right-of-way, park or public building, use of **Kaufman**, Texas name, trademark or logo and/or use of City equipment and/or personnel for commercial uses in motion picture production. In conjunction with these uses, the City Manager may require that any or all of the conditions and/or remuneration as specified herein and on the application be met as a prerequisite to that use. A security or damage deposit may be required within the discretion of the City Manager.

The Applicant shall reimburse the City for inconveniences when using public property. Following is the rate schedule. An Application Processing Fee of \$50 will also be assessed in addition to these fees.

Activity:	Cost per calendar day:
Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area	\$500
Partial, non-disruptive use of a public building, park, right-of-way, or public area	\$250
Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking	\$50
Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking	\$25
Use of City parking lots, parking areas, and City streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles)	\$50



The Applicant acknowledges and agrees that the City of **Kaufman**, Texas, possesses and retains exclusive authority to grant the Applicant a revocable license for the use of its name, trademark, and logo, public streets, rights-of-way, parks and buildings of the City as well as control over the hours of production and the general location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming activity in order to promote the public health, safety and/or welfare.

In order to leave the City-owned property in as good condition as when received, the Applicant is responsible for and must provide professional cleaning and/or sanitation services upon completion of work, if the City requests such cleaning and/or sanitation services at any time. Upon such a request by the City, the Applicant must obtain approval from the City of the Applicant's arrangements for cleaning and/or sanitation services (which will not be unreasonably withheld). The City may require such approval before use of the City-owned property for Production Activity begins.

#### **VII. VEHICLES AND EQUIPMENT**

The Applicant shall provide a report listing the number of vehicles and types of equipment to be used during the filming, including proposed hours of use and proposed parking locations. Such locations will need to be specifically approved by the City Manager. On-street parking or use of public parking lots is subject to City approval.

The use of exterior lighting, power generators, or any other noise- or light-producing equipment requires on-site approval of the City Manager.

#### **VIII. HOURS OF FILMING**

Unless express written permission has been obtained from the City Manager in advance, and affected property owners, tenants and residents have been notified, filming will be limited to the following hours:

Monday through Friday: 7:00 a.m. to 9:00 p.m.

Saturday, Sunday and holidays: 8:00 a.m. to 8:00 p.m.

#### **IX. NOTIFICATION OF NEIGHBORS**

The Applicant shall provide a short, written description, approved by the City Manager, of the schedule for the proposed production to the owners, tenants and residents of each property in the affected neighborhood(s). The Applicant, or his or her designee, shall make a good faith effort to notify each owner, tenant and resident of all such property, and shall submit, as part of this application, a report noting owners, tenants and/or residents' comments, along with their signatures, addresses and phone numbers. Based upon this community feedback, and other appropriate factors considered by the City Manager, the City Manager may grant or deny the filming application.

#### **X. CERTIFICATE OF INSURANCE**

The Applicant shall attach a valid certificate of insurance, issued by a company authorized to conduct business in the state of Texas, naming the City of **Kaufman** and its agents, officers, elected officials, employees and assigns, as additional insured, in an amount not less than \$1,000,000 general liability, including bodily injury and property damage with a \$1,000,000 umbrella; and automobile liability (if applicable) in an amount not less than \$1,000,000 including bodily injury and property damage.



**XI. DAMAGE TO PUBLIC OR PRIVATE PROPERTY**

The Applicant shall pay in full, within ten (10) days of receipt of an invoice, the costs of repair for any and all damage to public or private property, resulting from or in connection with, the production, and restore the property to its original condition prior to the production, or to better than original condition.

**XII. HOLD HARMLESS AGREEMENT**

The Applicant shall sign the following Hold Harmless Agreement holding the City harmless from any claim that may arise from their use of designated public property, right-of-way, or equipment in conjunction with the permitted use:

*I certify that I represent the firm which will be performing the filming/taping at the locations specified on the attached permit application. I further certify that I and my firm will perform in accordance with the directions and specifications of The City of Kaufman, Texas, and that I and my firm will indemnify and hold harmless the City of Kaufman, Texas and its elected officials, officers, servants, employees, successors, agents, departments and assigns from any and all losses, damages, expenses, costs and/or claims of every nature and kind arising out of or in connection with the filming/taping and other related activities engaged in pursuant to this Application.*

*I further certify that the information provided on this Application is true and correct to the best of my knowledge, and that I possess the authority to sign this and other contracts and agreements with the City of Kaufman, Texas on behalf of the firm.*

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



THE CITY OF KAUFMAN, TX

## Application for Commercial Filming

Title of Project: \_\_\_\_\_

Type of Production: \_\_\_\_\_

*(feature film, television series, commercial, music video, virtual reality, etc.)*

Proposed Filming Locations (attach additional pages if necessary):

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

Date(s) of Prep, Filming & Wrap:

\_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Location Manager (if different from Primary Contact) Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Production Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Web Site: \_\_\_\_\_



Has this production already been in contact with the Texas Film Commission? \_\_\_\_\_

If yes, who is your contact at the Texas Film Commission?

\_\_\_\_\_

Or

Has this production already completed the Texas Film Commission's Texas Production Registration Form? \_\_\_\_\_

**PRODUCTION** (Attach additional sheets if necessary.)

1. Production schedule and activities, including stunts, pyrotechnics, special effects, aerial or drone photography, amplified sound or use of animals: (give dates and times, hours should include prep, holding of sets, wrap and rain dates, if potentially needed)
2. Approximate number of persons involved with the production, including cast and crew:
3. Anticipated need of City or County personnel, equipment or property:
4. Public areas in which public access will be restricted during production:
5. Describe alterations to public property:
6. Number and type of production vehicles to be used and location(s) where vehicles will be parked:
7. Location where crew will be fed, if not at filming location:
8. Location where extras will be held, if not at filming location:
9. Please attach map of anticipated street closure(s) or other public area use.

Applicant (production company representative):

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

\_\_\_\_\_  
Printed Name & Title

Application approved by **Kaufman** representative:

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

The "Guidelines for Filming in **Kaufman, Texas**" apply to all motion picture production in **Kaufman**.

The Office of the City Manager may require the applicant to acknowledge receipt of the Guidelines prior to approving this application.

