



City of Southport

CITY OF SOUTHPORT  
FILM PERMIT

I. Production Company: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Pager: \_\_\_\_\_

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

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

Other Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Type of Production: Feature \_\_\_\_\_ T.V. Movie \_\_\_\_\_ T.V. Series \_\_\_\_\_  
Commercial \_\_\_\_\_ Other \_\_\_\_\_

Anticipated Dates of Production: From \_\_\_\_\_ to \_\_\_\_\_

Anticipated Dates in City of Southport:

DATE	LOCATION	TIME (Begin/End)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**II. Impact:**

Number in Cast: \_\_\_\_\_ Number in Crew: \_\_\_\_\_ Extras: \_\_\_\_\_

Base Camp Location: \_\_\_\_\_

Catering Site: \_\_\_\_\_

Type of Enclosure: \_\_\_\_\_ Parking Area for Crew: \_\_\_\_\_

Parking for Extras: \_\_\_\_\_ Holding Area \_\_\_\_\_

Other Staging Area: \_\_\_\_\_

Anticipated Equipment (√ as applicable):

Automobile [ ] Number \_\_\_\_\_

Pickup Truck [ ] Number \_\_\_\_\_

Equipment Trucks [ ] Number \_\_\_\_\_

Tractor Trailer [ ] Number \_\_\_\_\_

Condors [ ] Number \_\_\_\_\_

Cranes [ ] Number \_\_\_\_\_

Vans [ ] Number \_\_\_\_\_

Auxiliary Lighting Vehicles [ ] Number \_\_\_\_\_

Other \_\_\_\_\_ [ ] Number \_\_\_\_\_

**III. Street Closures** (Under intermittent or total, indicate **V** for vehicular, **P** for pedestrian or **PV** for both)

Date	Street Closure	Inter/total	Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Indicate special situations such as gunfire, explosive, 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 describe any anticipated alteration to public or private property readily visible from public areas: \_\_\_\_\_

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

Anticipated needs of City services such as police, police vehicle, rescue personnel, rescue vehicles, rescue boat, fire personnel, fire truck, electric crew and truck, water crew and truck, etc. \_\_\_\_\_

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

Anticipated use of City property (Include parks, piers, buildings, etc.) \_\_\_\_\_

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

Additional comments or request(s): \_\_\_\_\_

\_\_\_\_\_

Did you receive a copy of the City of Southport's Film Ordinance i.e. fee schedule?  
Yes [  ] No [  ] (If no, you need this before permit is approved)

Approved by: \_\_\_\_\_

**City Official**

\_\_\_\_\_  
**Production Company Manager**

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

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

- (2) Failure to maintain motor equipment in good repair.
- (3) Failure to carry liability insurance or bond as required by law.
- (4) Failure to pay to the city the current taxes or license fees imposed upon such taxicabs.
- (5) Repeated and persistent violation by the taxicab drivers of traffic and safety ordinances, or state laws relating to alcoholic beverages or prostitution.
- (6) Failure to report accidents.
- (7) Wilful failure to comply with any provision of this article or other ordinances or state laws relating to the operation of taxicabs, whether such ordinances and laws be now in force or hereafter enacted into ordinances and into laws.

(b) No certificate shall be revoked until the owner has had at least five (5) days' notice by personal service or registered mail of the charges against him, and of the time and place of the hearing. If, after the hearing, it is found that the owner is guilty of one (1) or more of the offenses listed herein, the board shall have the power to revoke the certificate, or to condition a revocation upon compliance of its order within any time fixed by it.

(Code 1974, § 10.21)

**Sec. 10-122. Substitution of vehicles.**

The person to whom a certificate has been issued under this article may, by proper endorsement thereon by the tax collector substitute another vehicle for the vehicle for which certificate was granted. In such instance, the liability insurance or bonds shall also be transferred to such substitute vehicle.

(Code 1974, § 10.22)

**Sec. 10-123. Number of certificates limited.**

The board of aldermen reserves the right to issue only one (1) such certificate to any one (1) person, and the person holding such certificate shall be required to operate his taxicab himself and shall have no power or authority by virtue of his certificate to delegate the operation of such taxicab to any person.

(Code 1974, § 10.23)

**Secs. 10-124—10-130. Reserved.**

**ARTICLE VI. FILMING\***

**Sec. 10-131. Application.**

Any film production company desiring to film on public property or to film so as to affect public property within the city limits must apply for a permit. The application must be

\***Editor's note**—Ord. of December 14, 2000 enacted a new article VI, §§ 10-130—10-154. At the discretion of the editor said provisions have been renumbered as §§ 10-131—10-155, to better fit the format of the Code.

presented to the city manager and or film liaison at least seven (7) days prior to the date of filming. Said application shall include all information as required in said application by the city. Following submission of the application, a pre-production meeting is required between the film liaison and the location manager to review the application. An insurance certificate must be furnished at this meeting. All productions are required to maintain public liability insurance policies for filming on location within the city. The following policy amounts are required:

Minimum Performance Deposit	*
Comprehensive General Liability Insurance	\$1,000,000.00
Automobile Liability	\$1,000,000.00
Worker's Comp and Employer's Liability	\$1,000,000.00

\*Amount to be determined on a case by case basis by the city manager based on an estimate of the production's total cost related to city usage.\*

No permits will be issued until this meeting has taken place and the insurance certificate furnished. One (1) film permit will be issued any given time/date. Exceptions may be considered for low impact filming.

Film production companies shall, prior to issuance of a permit, sign an agreement to indemnify, defend and hold harmless the city, its officers, agents and employees from and against all claims, suits, actions, damages, liability and expenses for bodily or personal injury, loss of life or property or damage arising from or out of any occurrence while filming in the city. (Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-132. Activities limited.**

The production company shall limit the activities at each location to those outlined in the filming permit. Failure of the production company to comply with the guidelines and conditions set forth for each permit, or the use of any location not specified in the permit, shall give the city grounds to revoke the permit or impose such penalties or fines as are deemed necessary. Prior to taking such action, the city shall notify the production company and give it an opportunity to be heard.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-133. Notification.**

The production company will notify all businesses and residents affected by activity. Notification should take place no less than seven (7) days prior to the planned activity. Earlier notification may be required in cases where planned activities may have a significant impact on normal activities of the area. Notification should include information concerning the location and duration of the filming activities in question as well as specifics regarding lights, noise, or any special effects. The area to be covered by notification will vary depending on the impact of the planned activity. The area to be notified shall be determined by the city manager or film liaison. A list of those persons and businesses requiring notification must be forwarded

to the film liaison in a written format-indicating name, address, and date person was contacted. The list must be forwarded to the film liaison seven (7) days prior to the planned activity. The city reserves the right to deny or revoke permits where insufficient time has been allowed for proper notification, or when the notification process has been improperly applied. (Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-134. Approvals.**

Written approval must be obtained from the city manager and the chief of police as provided by the film liaison prior to any film activity which would disrupt the normal flow of traffic. Traffic control, if needed must be handled by Southport Police Officers hired by the production company through the city.

Request for street closures or diverting of traffic should be made seven (7) days in advance to allow for planning of alternate routes and proper signage. Requests must be forwarded to the chief of police and city manager. Any diversion or closure of a "state" road or highway must have prior approval from the state department of transportation, and approved by the chief of police and the city manager. Permits must be obtained from the city building inspector/fire marshall for the use of tents for holding areas, catering, etc. (This applies to any tent with closed sides.)

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-135. Explosives.**

The use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be not undertaken unless specifically approved in writing by the Southport Fire Chief. A noise ordinance exception must be approved by chief of police and city manager.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-136. Vegetation.**

Removal, cutting, or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by permit.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-137. Filming on private property.**

Filming shall not take place on private property without the consent of property owner.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-138. Parking of equipment.**

All equipment and support vehicles not in immediate use shall be parked as not to cause any interference to pedestrians or vehicular traffic, and shall utilize no more than fifty (50) percent of on-street parking spaces in blocks where it is necessary and customary for residents to depend on-street parking. Exceptions may be made for "period" scenes. Production vehicles must not block fire hydrants, driveways, or other access ramps unless authorized by the city

or property owner affected. Ten (10) feet of clearance should be left on either side of affected driveways, unless authorized by the city or property owner affected. Production vehicles must be parked in such a way as to not impeded safe lines of vision at intersections.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-139. Lighting.**

Lighting for filming, both during the day and at night, shall be oriented away from neighboring residences unless approved by the city, and shall not interfere with the safe movement of traffic.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-140. Daily clean-up.**

At the end of each shooting day, production companies shall clean and restore the site locations including public and private lands, to its original condition with minimum amount of noise and disruption. The city may grant an exception for "period" shots that are more than one (1) day in duration.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-141. Garbage assistance.**

Production companies which block or hold traffic on streets scheduled for garbage pick-up shall move trash cans to a location accessible to sanitation vehicles, and then return them to their proper owners.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-142. Use of public right-of-way.**

Residents may not charge production companies for the use of public right of ways in front of their homes, nor prohibit its' use, but production companies must return the right of way to its' original condition.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-143. Special effects hours.**

\*Special effects involving sirens, gunshots, speeding cars, or other loud noises are limited to the hours from 8:00 a.m. to 9:00 p.m. Sunday through Thursday and 8:00 a.m. to 11:00 p.m. Friday and Saturday. *\*SOUTHPORT HAS A 24 HOUR NOISE ORDINANCE THAT WILL BE ENFORCED BY THE CITY POLICE DEPARTMENT\**

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-144. Base camps.**

Base camps and dressing room trailers shall be parked away from residential areas unless prior written approval from the city manager is obtained. Steps shall be taken to control noise from generators, slamming doors, engines, etc., in the early morning hours before 7:30 a.m. and after 9:00 p.m.

Base camps and equipment trucks moving into residential areas with prior approval shall not do so between 7:00 a.m. or after 11:00 p.m. without prior written approval from the city manager or his designee. Base camps and equipment moving into these areas between 11:00 p.m. and 7:00 a.m. without written permission shall be subject to fines, ticketing, or suspension of the filming permit. Base camps/staging areas should be sited only in areas zoned commercial unless prior written approval from the city manager has been obtained.  
(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-145. Traffic control.**

All filming activity which involves the holding, delaying, or re-routing of traffic in residential areas must be accompanied by at least one (1) police officer.  
(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-146. Parking in alleys.**

No parking of equipment of any kind in alleys shall be allowed without written permission from the city manager.  
(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-147. Areas of environmental concern.**

If a film set contains dirt, sod, etc. and is located in close proximity to an environmentally sensitive area, the film company will take such measures as deemed necessary to insure that such materials, dirt, sod, etc. do not encroach, seep or intrude into any environmentally sensitive areas.  
(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-148. Removal of sets.**

All sets, piling, 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 city will remove such sets and the film company will be responsible to the city for the costs of said removal.  
(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-149. Overtime expenses.**

Each film production company shall pay to the city any employee overtime expenses directly attributable to filming and shall reimburse the city for the following expenses listed in the attached fee schedule.  
(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-150. Filming in cemeteries.**

Film production companies shall not perform any excavation in city cemeteries and the exact proposed use requested for cemetery filming must be approved by the city manager only.  
(Ord. of 10-9-97(1); Ord. of 12-14-00)



**Sec. 10-151. Availability of location manager.**

The location manager of the film production shall provide the film liaison with a means to be immediately contacted (ie., cell telephone number, pager, etc.) and shall be available during the entire time filming is in process.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-152. Use of "Southport".**

The name "Southport", the city seal or flags shall not be used without written authorization of the Southport Board of Aldermen.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-153. Fees.**

The following fees are hereby established for filming in Southport:

FILMING COSTS WILL BE CHARGED AT \$150.00 PER FILMING DAY.

\$50.00 WILL BE CHARGED PER DAY FOR EQUIPMENT ON LOCATION ON NONFILMING DAYS.

Police Officers on duty .....	To be determined
Street Closure per Block .....	\$100.00 per day
Marked Patrol Vehicles .....	\$21.50/hour
Fire Inspector .....	\$25.00/hour
Fire Inspector (Special inspection, pre-production) .....	\$30.00
Fire/Rescue Vehicles .....	\$200.00/hour
Hydrant Meter .....	\$35.00/daily
Barricades .....	\$20.00/hour
A&B Explosives Permit .....	\$20.00/by event
C Explosives Permit .....	\$35.00/by event
Fireworks Permit .....	\$200.00/by event
City Gym .....	\$300.00 per day
Franklin Square Park .....	\$200.00 per day

LICENSES AND BUSINESS REGULATIONS

§ 10-155

Tennis Court (Leonard Street) .....	\$200.00 per day
Caviness Park .....	\$200.00 per day
Keziah Park .....	\$200.00 per day
Stevens Park (Ballfields, etc.) .....	\$200.00 per day
City Hall .....	\$300.00 per day
City Dock at Yacht Basin .....	\$200.00 per day
Waterfront Park/City Pier.....	\$400.00 per day
JayCee Building.....	\$100.00 per day
Riverwalk/Gazebo .....	\$300.00 per day
Community Building .....	Current Price

Use is based on per day basis. Partial days are considered full days for expense purposes. Services for which a fee has not been established will be based on time, equipment, and material. Charges for services rendered on a late request—There will be an additional two hundred fifty dollar (\$250.00) charge for city services rendered as a result made with less than two (2) working days notice.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-154. Liaison report.**

Reports as directed by the Southport Board of Alderman.

(Ord. of 10-9-97(1); Ord. of 12-14-00)

**Sec. 10-155. Annual ordinance review.**

Annual review of film ordinance by Southport Board of Alderman on or before the anniversary of the adoption of the initial ordinance. The film liaison will notify the city manager prior to this date so that the review can be placed on the agenda.

(Ord. of 12-14-00)