



Film & Video/Photography Permit Application

Contact Information

Production Company	Project Title	Type of Production <i>(i.e. Feature Film, TV Series, Commercial, etc.)</i>
Permanent Company Address		Business Telephone
Name and Title of Location Contact Person		Cell Phone Number
Local Company Address		Email

Project Information

City of Fernandina Beach Filming Locations (Name and Full Address) - may be submitted on a separate document.	
Film Date(s)	Time(s)

Vehicles and Parking

A Production Vehicle Plan must be submitted (5) business days prior to the production. This plan must include description, size and weight of the production vehicles and include tag numbers and contact information for vehicles in the event there is a problem. Special parking passes will be issued. Vehicles without a pass may be subject to towing.

Insurance Information

The production company must provide a Certificate of Insurance naming the City of Fernandina Beach as additional insured. The city requires an insurance policy rider for general liability and worker's compensation for \$1,000,000.00 each occurrence and in aggregate.

Amplified Sound

Do you plan to use amplified sound? Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Sound Equipment to be used
Types of sounds to be amplified	
Start Time of Sound	End Time of Sound

Special Effects

Check all that Apply			
<input type="checkbox"/> Aerial D Construction D Open Campfire D Tent (Size_)	<input type="checkbox"/> Animals D Explosions D Propane D Pyrotechnics	<input type="checkbox"/> Candles D Fire Effects D Sparks D Other (Describe):	D Cooking on Site D Gunfire <input type="checkbox"/> Stunt
Location(s) of Special Effects		Pyro technician Name and License Number	
Lighting Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe _____			

Traffic Engineering (p11lvidc vicinity map)

If streets, parking spaces, parking areas or sidewalks are going to be blocked or traffic disrupted in any manner, City of Fernandina Beach Police officers must be scheduled at a minimum of three hours per day. The cost is \$38.00 per hour, per officer. This arrangement can be made through the *NE Region Film Commission Office (NERFCO) (904) 277-4369* or aboek@ameliaisland.com
A detailed map will be required.

Check All That Apply		Detail of Closure:		
<input type="checkbox"/> Lane Closure	<input checked="" type="checkbox"/> Traffic Control Plan	<input type="checkbox"/> Full Street Closure	<input type="checkbox"/> Sidewalk Closure	<input type="checkbox"/> Utility
Location(s) of Closure				
Date(s) of Closure	Start Time(s)	End Time(s) of Closure		

Security Plan

Description of Shoot (provide description)
Location(s) / Route (if there are any moving components)
Security Plan Summary (<i>Attach Plan of Action or briefly describe security plan to include, but not limited to crowd control, internal security and venue safety.</i>)
Number of Barricades Required (provided by applicant)

Terms and Conditions

The applicant must agree to all of the terms and conditions set forth in the permit, including without limitation compliance with the following rules:

1. The undersigned hereby acknowledges responsibility for adherence to all the terms and conditions hereof as well as all Federal and State laws and City of Fernandina Beach ordinances.
2. The undersigned assumes liability for any and all damages occurring as the result or in connection with the undersigned's use of any City of Fernandina Beach property.
3. The undersigned acknowledges that City of Fernandina Beach assumes no liability for any damages, injuries, or expenses incurred as a result of or in connection with the above described event.
4. The undersigned certifies that the information contained herein and, in the application, form is true and correct.
5. All applicants must submit a security plan that is approved by the Chief of Police or his/her designee. Based upon the circumstances of the shoot, the applicant may be required to hire off-duty POST-certified police officers as determined and directed by the City of Fernandina Beach Police Department based solely upon public safety considerations. These officers must have the jurisdictional authority to enforce County ordinances and State law.
6. Any and all change requests must be received at least one business day prior to the shoot.
7. The applicant must obtain insurance coverage for the shoot.
8. If permission is granted by the City, a written permit will be issued including time, date and location of filming and acceptable activities within the scope of the permit.
9. Fire Marshall's Office may conduct life safety inspection, fire inspection, and site/structural inspections.

Company Name:

Submitted By:

(Authorized Company Signature)

By:

(Name and Title)

Please provide the following with your permit application:

- Proof of insurance coverage for general liability, automotive liability and workers comp and employer's liability.
- A security plan, if not thoroughly detailed above.
- A check made payable to City of Fernandina Beach in the amount of \$200.00 for the general Film and Television Production Permit. (additional \$100.00 late fee)

INDEMNITY AGREEMENT

The undersigned, in exchange for being permitted to use the streets and public places of City of Fernandina Beach for commercial purpose, and for the issuance of a license for such purposes, does hereby indemnify and agree to hold harmless the City of Fernandina Beach, Amelia Island CVB, Northeast Region Film Commission Office, Nassau County Florida its Officers, Agents and Employees against any and all loss, damage, costs and expenses, including but not limited to, attorney's fees and court costs that they may incur in litigation resulting from the activities of the undersigned, and the undersigned agrees to pay and discharge forthwith and on demand each and every debt, obligation or claim which may validly be asserted against City of Fernandina Beach, Amelia Island CVB, Northeast Region Film Commission Office, Nassau County Florida its Agents, Officers and Employees.

Dated this _____ day of _____, 20____

Signature

Printed Name

Production Company Name

AMELIA ISLAND

CONVENTION & VISITORS BUREAU

Amelia Island Convention & Visitors Bureau
2398 Sadler Road Suite 200
Fernandina Beach, FL 32034
904 277-4369
www.ameliaisland.com

Permit Guidelines for Film, Video and Photo Shoots

Welcome to Fernandina Beach, Nassau County, Florida. We are excited that you are considering our city for your filming project. Please begin your process by letting the Northeast Region Film Commission Office know that you are interested in filming in this area and your future plans for scouting locations. To make your process run more efficiently, our liaison can provide you with knowledge of the area, permitting and survey information, general information, forms, photos, maps and more.

Northeast Region Film Commission Office

Gil Langley	glangley@ameliaisland.com	904 277-4369
Amy Boek	aboek@ameliaisland.com	904 277-4369

The following guidelines should be reviewed and followed by any individual or company interested in film production or photography on property within the Fernandina Beach City Limits. The guidelines are subject to change and may be enforced as stipulations of a film permit.

- 1) Complete a Preliminary Film and Production Permit Application 15 days in advance of production. If your application is granted, you will be issued a permit that will include dates, times and locations cleared for filming.
- 2) If streets, parking spaces, parking areas or sidewalks are going to be blocked or traffic disrupted in any manner, City of Fernandina Beach Police officers must be scheduled at a minimum of three hours per day. The cost is \$40.00 per hour, per officer. This arrangement can be made through the City of Fernandina Beach (abrown@fbfl.org).
- 3) The production company must provide a Certificate of Insurance naming the City of Fernandina Beach as additional insured. The city requires an insurance policy rider for general liability and worker's compensation for \$1,000,000.00 each occurrence and in aggregate.
- 4) Upon completion of work, all materials and debris shall be entirely removed, and the rights-of-way left in satisfactory condition as determined by the COFB Parks Superintendent.
- 5) Emergency vehicle access must always be maintained.
- 6) Amelia Island is very busy during the first two weeks of March and June through mid-August. Room nights, crowd control, restaurant access, street and sidewalk closings and traffic flow may be challenging during these times.
- 7) May 1st - October 31st is Turtle Season. No filming or driving on the beaches at night will be permitted. Sea Turtle watch Inc. group <http://www.ameliaislandseaturtlewatch.com>
- 8) The Island and City of Fernandina Beach lie within Nassau County. Some locations on Island, fall outside the City Limits but within the County limits. Allow NERFCO to guide your permitting to cover appropriate Departments.

- 9) City of Fernandina Beach has a municipal airport on the Island, drone activity will need to include a report to the Airport Manager, City of Fernandina Beach Police Department, and the Nassau County Sheriff's Office with type of drone, registration number, pilot credential, estimated altitude and contact info. There are restrictions to flight paths around the airport as well as limitations at the two state parks and near the north end where a flight pattern could get too close to Kings Bay. Productions may be required to hire off duty police officers if a drone will be used in the production.
- 10) A one-page **Notification Letter** must be sent to residents and businesses within a 300-foot radius of the requested closure(s) or filming locations. Allow NERFCO to coordinate with the City of Fernandina Beach Main Street Program for assistance in this matter.
 - a. Letter must include date, time and location(s) where filming will be conducted.
 - b. Letter must include general description of activities authorized by the permit.
 - c. Letter must be sent (5) business days prior to the production.
- 11) If there are to be any type of street, sidewalk or lane closures, a **Traffic Control Plan** must be submitted (5) business days prior to the production.
- 12) A **Security Plan** must be submitted (5) business days prior to the production.
- 13) A **Production Vehicle Plan** must be submitted (5) business days prior to the production. This plan must include description, size and weight of the production vehicles and include tag numbers and contact information for vehicles in the event there is a problem. Special dash parking passes will be issued. Vehicles without a pass may be subject to towing.

Fees:

Filming Permit Fee: \$200.00

Filming Permit Late Fee: \$300.00

Streets, rights of way, or parking space closure fee: \$500.00 per day

Other fees may apply and will be discussed prior to any permit approval.