



**Bastrop County Planning, Economic Development & Tourism**

211 Jackson Street, Bastrop TX • 512-581-7176 • [BastropCountyTexas.com](http://BastropCountyTexas.com)

We welcome your interest in partnering with Bastrop County on your project. Bastrop County prides itself in our “film friendly” spirit. We recognize the importance of the economic development your creative projects bring to our communities and hope that we can be of service to your group. We will strive to get permission for your use of property as quickly as possible.

Bastrop County as a government agency is responsible for issuing permission for use of any roadways, buildings and grounds that are owned by the citizens of Bastrop County. Filming done within the city limits or private properties is handled by those entities. Filming on State Highways requires permission from TxDot. Our resources combined provide a huge variety of location opportunities.

The Bastrop County permission process requires the completion and receipt of the following items in the Development Services office at the above listed address. All necessary application forms are provided on the website – [www.co.bastrop.tx.us](http://www.co.bastrop.tx.us)

- 1) Bastrop County Film Policy Acknowledgement and Agreement
- 2) Application for Filming on County Property
- 3) Bastrop County Sheriff’s Office Request for Secondary Employment of Law Enforcement
- 4) Payment by check of any required advance fees – payable to Bastrop County
- 5) Receipt of Film Authorization Form

For additional information regarding filming in Bastrop County contact:

Adena Lewis, Tourism Coordinator

512-581-4011

[adena.lewis@co.bastrop.tx.us](mailto:adena.lewis@co.bastrop.tx.us)

[www.explorebastropcounty.com](http://www.explorebastropcounty.com)

Additional community contact information:

City of Bastrop

Bastrop Film Commission – Bastrop Chamber of Commerce

512-303-0558

[chamber@bastropchamber.com](mailto:chamber@bastropchamber.com)

City of Elgin – Economic and Community Development

512-281-5724

[amiller@ci.elgin.tx.us](mailto:amiller@ci.elgin.tx.us)

City of Smithville

Smithville Film Commission – Smithville Chamber of Commerce

512-237-2313

[chamber@smithvilletx.org](mailto:chamber@smithvilletx.org)

**APPLICATION FOR FILMING ON COUNTY PROPERTY**

**COORDINATOR AND COMPANY INFORMATION**

Applicant's Full Legal Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Name of Person Responsible for On-Site Management of Project: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mobile #: \_\_\_\_\_ Emergency #: \_\_\_\_\_

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

**FILMING AND PRODUCTION INFORMATION**

Filming Date(s): \_\_\_\_\_ to \_\_\_\_\_

Location(s) Desired: \_\_\_\_\_

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

Detailed Description Of Activities and Needs of Project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number & Type of Support Vehicles: \_\_\_\_\_

Number of Crew Members: \_\_\_\_\_

Will amplified sound be required? \_\_\_\_\_

Will motorized equipment be required to be used on unpaved surfaces? \_\_\_\_\_ If yes, please describe equipment needed, where it will be used, and the length of anticipated use: \_\_\_\_\_  
\_\_\_\_\_

**This Project is (check one):**

- |                                                    |                                            |                                                                       |
|----------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Feature Film              | <input type="checkbox"/> Music Video       | <input type="checkbox"/> Television Programming                       |
| <input type="checkbox"/> Corporate Video           | <input type="checkbox"/> Short Film        | <input type="checkbox"/> Public Service Announcement                  |
| <input type="checkbox"/> Documentary               | <input type="checkbox"/> Still Photography | <input type="checkbox"/> TV Movie <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Other as specified: _____ |                                            |                                                                       |

**Please identify any equipment or props that may be present:**

- Generator  Light  Crane  Track  Dolly  Water Truck  Camera Car  
 Rig (stills)  Effects  Large prop  Set Design  Fire  Fake firearms/weapons  
 Other as specified: \_\_\_\_\_  
 Tent(s)\*, Number: \_\_\_\_\_

**Will the public be invited or included to the filming in such a manner to produce a large crowd?**

- No  Yes- explain \_\_\_\_\_  
 If yes, anticipated crowd size \_\_\_\_\_

# **Bastrop County Film Policy**

## **Acknowledgement and Agreement**

Bastrop County is film friendly and we welcome the opportunity to work with production companies. These policies are established to create an opportunity for promoting this valuable economic development activity within Bastrop County. The policies are for the protection of the rights and privileges of the citizens of Bastrop County, Texas during the use of County property for filming of movies, television programs, training films, commercials and related media. The County reserves the right to impose additional regulations in the interest of public health, safety and welfare, or if otherwise deemed appropriate by the County. These Policies address requests for commercial use of County-owned property (including but not limited to streets, rights-of-way, parks and public buildings), and the use of County equipment and personnel in all types of production.

### **Authority to Use**

- The Bastrop County Commissioners Court, through an action of the Court's majority, has authorized the County Tourism Coordinator to manage the use of any Bastrop County facility for filming.
- The County Tourism Coordinator will secure the approval of the County Auditor, the County Sheriff and all impacted Department Heads and Elected Officials for all projects
- When an Applicant for authorization to film on County Property complies in full with the requirements of this Policy, the County Tourism Coordinator is hereby authorized by the Commissioners Court of Bastrop County to sign an authorization allowing Applicant to film on County Property.

### **Policies While Filming**

- No alcoholic beverages or illegal drugs may be brought onto County property. Tobacco products may be used in designated outdoor smoking areas only.
- County parking lots shall not be used or blocked during business hours.
- Filming may not interrupt the regular business of Bastrop County and its citizens and visitors.
- Good faith efforts will be made on the part of Applicants to make purchases in Bastrop County businesses and to hire residents of Bastrop County.

### **General Requirements**

- Bastrop County property may not be used for films rated "NC-17" or "X". The filming of pornography and films which promote pornography may not use Bastrop County property. In addition, filming which uses pyrotechnics, explosions, and automobile and heavy equipment stunts are not permitted to film on Bastrop County property.

- The Applicant agrees that Bastrop County shall have exclusive authority to grant the Applicant the use of public streets, rights-of-way, parks and public building of the County, as well as the authority to regulate the hours of production and the general location of the production. The County reserves the full and absolute right to prohibit all filming or to order cessation of filming in order to promote the public health, safety and welfare.
- The Applicant acknowledges and agrees that the County possesses and retains exclusive authority to grant the Applicant a revocable license for the use of its name, trademark, and logos.
- The Applicant shall allow County departments to inspect all structure, property, devices and equipment to be used in connection with the filming and taping, as deemed appropriate by the County.
- The Applicant shall pay in full, within 10 (ten) 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 to restore the property to its original condition prior to the production.
- Bastrop County Sheriff's Department representatives must be on site during all production activities including preparation, filming and tear-down activities.
- Bastrop County will strive for a timely response to Production Company requests, but all requirements must be met before issuance of an authorization to film.

#### **Requirements for Authorization to Film**

- County's Tourism Coordinator must be contacted to discuss the production's specific filming requirements, summary of the project including anticipated rating and the feasibility of filming.
- Completed Application for Filming on Bastrop County Property
- Completed Sheriff's Department application
- Production to be invoiced after completion of project:
  - \$40 per hour per officer with a 4 (four) hour minimum
  - \$10 per hour per department vehicle with a 2 (two) hour minimum
- Executed Acknowledgement and Agreement for Filming in Bastrop County
- A certificate of Liability Insurance in the amount of \$1,000,000 for commercial general liability, \$1,000,000.00 auto liability, \$1,000,000.00 for excess/umbrella liability, and \$1,000,000.00 for 3<sup>rd</sup> party property damage. Bastrop County should be named as an additional insured on the certificates.
- Payment in advance by check of the required County use fees:
  - \$500 for the first hour of use of County property
  - \$ 50 for each additional anticipated hour

If filming exceeds anticipated time frame, additional County use fees will be invoiced after completion of project.

Projects of 5 (five) hours duration or less are exempt from County use fees.

Projects using County facilities after normal business hours are exempt from County use fees.

- Applicant agrees to comply with all federal, state, and local laws and regulations and to secure all permits or licenses required by law for the proposed film project.
- Applicant agrees that it will not bring or permit anyone to bring anything on County Property that will adversely affect the property and, specifically, will not damage any County property including but not limited to trees, grounds, plant life, buildings, rights of way, vehicles or machinery.
- Applicant agrees to comply with all intellectual property laws that may arise from the film or any photographs created in connection with its film project.
- Applicant understands and acknowledges that the County will comply with the Texas Public Information Act in responding to any request for public information pertaining to the film project.
- Applicant agrees to indemnify, save, and hold harmless the County, its officers, employees, agents, licensees, and invitees against any and all liability, damages, losses, claims, demands, and actions of any nature due to personal injury or property loss or damage of any kind including without limitation attorneys fees and costs of court arising from or claimed to arise out of or from in any manner the activities of Applicant in connection with the authorization to film and filming on County Property.

The undersigned acknowledges and agrees that it will comply with the Bastrop County Film Policy and will be responsible for all charges imposed pursuant to the Bastrop County Film Policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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

**BASTROP COUNTY SHERIFF'S OFFICE**  
**Request for Secondary Employment of Law Enforcement**  
**200 Jackson Street**  
**Bastrop, Texas 78602**  
**Office: (512) 549-5100 ♦ Fax: (512) 549-5195**

Today's Date \_\_\_\_\_ Name of Citizen/Business: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
 Owner Name \_\_\_\_\_ Address, City, State, Zip \_\_\_\_\_  
 Citizen / Owner Driver's License \_\_\_\_\_ State \_\_\_\_\_ Business ID/Citizen SSN \_\_\_\_\_

**SECONDARY EMPLOYMENT DESCRIPTION**

Job Type  Traffic Control  Security  Private Party  Retail  Other  
 Job Status  Temporary (Less than 30 days)  Permanent (More than 30 days)  Periodically  
 Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 Employment Duties: \_\_\_\_\_  
 Job Location \_\_\_\_\_ Person Whom Office will Report to \_\_\_\_\_  
 Contact No \_\_\_\_\_ \*\*# of Deputies \_\_\_\_\_ \*\*# of Vehicles \_\_\_\_\_  Uniform  \*\*Plain Clothes  
 \*\* The Bastrop County Sheriff's Office reserves the right to determine the number of officers needed for all requests and if job requires plain clothes officers.  
 Comments \_\_\_\_\_

**THE BASTROP COUNTY SHERIFF'S OFFICE RESERVES THE RIGHT TO DECLINE ANY REQUEST FOR SECONDARY EMPLOYMENT. ALL REQUESTS ARE SUBJECT TO APPROVAL.** Local background checks are done on individuals requesting security for private functions. Contractors wanting to hire officers with the use of a County-owned vehicle are required to sign a "Vehicle User Agreement". Requests for private functions must be submitted 14 business days prior to actual job date. Jobs are filled with the availability of officers, there is no guarantee, especially if the request is received in less than 48-hours (on business days only) of date of job. The Off Duty Facilitator will, to the best of their ability, fill all requests. Officers are not allowed to work out of Bastrop County.

**OFFICER RESPONSIBILITIES:** peace officer, in uniform or plain clothes, is the enforcement of Federal and State laws and County ordinances, to protect life and property and to keep the peace. A commissioned Bastrop County Sheriff's Officer's primary responsibility while working in a secondary employment capacity as a DEPUTIES ARE PROHIBITED FROM ENFORCING HOUSE RULES. House rules are defined as rules that are not specifically authorized by state or federal law, and are typically rules of the outside employment Contractor. Officers shall follow all Bastrop County Sheriff's Office (BCSO) Policies and Procedures.

Officers engaged in a Law Enforcement function in a secondary employment job will not refuse to assist any citizen requesting or needing assistance. Officers are expected to take necessary action in an attempt to assist citizens in need of help by calling on-duty officers, taking reports, effecting arrests, or providing any other services related with the duties of a peace officer.

**CONTRACTOR'S RESPONSIBILITIES:** The Contractor agrees to hold harmless BCSO and all BCSO personnel from losses of any kind caused while at the site of the off duty employment. All traffic control jobs must be inspected by BCSO and approved for safety devices and placement before officers are allowed to work. Any traffic control job that involves road closures must have been previously approved and permits acquired by the appropriate city, state, federal agency (i.e. Texas Department of Transportation). Scheduling officers DOES NOT constitute safety approval.

**REVOCAION FOR SECONDARY EMPLOYMENT APPLICATION/PERMIT:** The Sheriff's designee will not approve any permit or application by a prospective Contractor that does not meet the requirements of any BCSO Policies and Procedures. REASONS FOR REVOCAION: Examples are for information purposes only and is not intended to be exclusive of other reasons not contained therein: a conflict of interest develops between the County and the outside Contractor; non payment of employees; Contractor is arrested; the Contractor is under investigation by the District and County Attorney's Office, or any Law Enforcement Agency for violations of law; the Contractor refuses to cooperate with an investigation related to the extra employment job; the job becomes controversial, such as labor or civil disputes; the Sheriff, acting personally or through a designee, reserves the right to deny any application or job.

**PAY RATES:** Officers - \$40.00 per hour with a 4-hour minimum. Vehicles - \$10.00 per hour with a 2-hour minimum.  
**FUNERAL ESCORTS** - 2-hour minimum. # of officers will be determined by the Security Coordinator.  
**LESS THAN 48 BUSINESS HOURS NOTICE, COUNTY HOLIDAYS OR SPECIALIZED PERSONNEL** will be charged \$50.00 per hour per officer at 4 hour minimum.  
**LESS THAN 24 BUSINESS HOURS NOTICE OF CANCELATION** requires the minimum hours to be charged for officer and car (if car is used).

**Special Note for Long Term Contracts:** Officer and Vehicle rates are subject to change during a contract period dependant on actions set forth by the Bastrop County Sheriff's Office and/or the Bastrop County Commissioners Courts.

**CONTRACTOR'S ACKNOWLEDGEMENT OF ALL RESPONSIBILITIES AND RULES AS LISTED ABOVE.**

Signature of Contractor \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

[For BCSO Use Only]  
 Lieutenant Signature \_\_\_\_\_ Date \_\_\_\_\_  Approved  Decline  
 Lieutenant Comments \_\_\_\_\_  
 Assigned to Coordinator \_\_\_\_\_