



City of Hendersonville, TN

Video, Film, Photography Permit Guidelines & Application (Updated October 2023)

These guidelines are for individuals or companies interested in video/film production and/or photography on City of Hendersonville owned or City of Hendersonville leased property in the City of Hendersonville, TN. This applies to individuals and companies promoting themselves, a product, or service, or producing a visual product for professional purposes. These guidelines are subject to change and may be enforced as stipulations of the permit. *Filling out this application does not guarantee your request will be granted.* This does not apply to news gathering, use in criminal investigations by law enforcement agencies, or use in judicial proceedings.

All applications, supporting documents and any questions should be submitted to: filmpermit@hvilletn.org

Permit Exceptions

This permit does not apply to small-scale photography (see below), news gathering, use in criminal investigations by law enforcement or use in judicial proceedings.

Small-Scale Photography is defined as photographers using minimal equipment that is not intrusive of day-to-day activities, only photograph up to 10 people in one session, and do not need to block public streets or sidewalks. Small-scale photographers are required to receive a permit through the Parks Department office for activities on all City of Hendersonville owned or leased property. The Parks Department Office can be reached by calling 615-822-3898 or by emailing Special Events Supervisor Natalie Lankster at nlankster@hvilletn.org

Permit Guidelines

1. Applications must be filed at least 5 business days prior to shooting.
2. If streets are to be blocked or street/pedestrian traffic is disrupted in any manner, a traffic and sidewalk plan must be incorporated into the map within your application. Street/sidewalk closure is subject to Mayor and/or Chief of Operations (COO) approval.
3. Applicants must provide a thorough description, plan, and map of their production, and their application must be complete. The City of Hendersonville will not accept incomplete applications.
4. At the discretion of the Mayor and/or the COO, applications can go through an expedited process with an additional rush fee. This applies to applicants who apply 4 days or less before the scheduled start date. We do not guarantee approval of rushed applications.
5. If permission is granted by the City of Hendersonville, a permit will be issued including the time, date, and location of filming, and acceptable activities within the scope of the permit. If the application for a permit is denied, the City shall provide the applicant with

an explanation for denial.

6. Amendment fees may be applied to permit holders who make changes approved by the City of Hendersonville after their application has been accepted. Changes that are not accepted and carried through will have a greater fine.
7. Applicants must abide by the noise ordinance. In general, no person shall cause, suffer, allow, or permit any sound from any source between the hours to 11:00 p.m. and 07:00 a.m. Please refer to Municipal Code, Title 11, Chapter 4 for further detail.
8. Any use of the City logo and recognizable City property must be described in the application and approved by the City. The City reserves the right to photograph and/or record the applicant's project for the City's purposes.
9. The permittee must reimburse the City for any costs incurred in the use of City equipment or assignment of municipal employees in connection with the activities that are the subject of the permit.
10. All applicants must disclose names of talent. Permit may be denied if the applicant chooses to not disclose this information. Additional charges by City personnel, including Police, will be incurred by the applicant.
11. Applicants must provide a certificate of insurance to the Executive Office or Parks Department of the City showing combined single limit coverage for bodily injury and property damage and basic worker's compensation insurance. The certificate of insurance shall name the City of Hendersonville as additional insured. The City will assess the appropriate certificate of insurance dependent on the scope of the project. *Please see **Attachment A**.*
12. The City requires the applicant to have a copy of the permit on site at all times.
13. The applicant must maintain emergency vehicle access.
14. After the project has ended, the permittee is responsible for restoring any area used to the same condition prior to its use by the permittee. Littering streets, alleys, or sidewalks is prohibited. Any person violating this section shall be liable to the City for the cost of removing any such foreign matter from the streets.
15. The City may impose reasonable general conditions, including, but not limited to, scheduling, upon the permittee as may be required by the nature of the activity such as direct approval and/or supervision of the police department and/or fire officials, or any other technical advisors necessary to protect persons or property.
16. The City may revoke a permit when there is cause to believe that the activity violates the terms of the permit, the application was based on false information, the permittee is not in compliance with the insurance provisions, and/or the activities or proposed activities of the permittee constitute a danger to persons or property, or public health, safety, or welfare.

Fees

The non-refundable application fee does not apply to students. Please provide proof of evidence that the applicant is a student (i.e. student ID).

Fee Type	Amount
Non-refundable application	\$100
Rush Fee (4 days or less notice)	\$300
Police Personnel	Determined by the Department
Fire Personnel	Overtime for Personnel
Other Personnel	Overtime for Personnel
Approved Changes for Approved Permit	\$100 per approved change
Unapproved Changes for Approved Permit	\$200 per unapproved change
Hendersonville Parks Facility Rental Fees	Please refer to the Hendersonville Parks Department
Non-profit organizations that receive appropriations from the City of Hendersonville	No Fee Charged

Application

Submit Completed Application to: filmpermit@hvilletn.org

Project Type (only one request per application)

- | | | |
|--|--|--|
| <input type="checkbox"/> Feature Film | <input type="checkbox"/> Corporate | <input type="checkbox"/> PSA |
| <input type="checkbox"/> Short Film | <input type="checkbox"/> Educational | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Music Video | <input type="checkbox"/> Documentary | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Television Series | <input type="checkbox"/> Commercial | |
| <input type="checkbox"/> Television Movie | <input type="checkbox"/> Still Photography | _____ |
| | | _____ |

Please supply the following information. If additional space is needed, use a separate sheet of paper and attach to the application.

Company Information

Name: _____
Producer: _____
Director: _____
Address: _____
City: _____ State: _____ Zip: _____
E-mail address: _____
Cell: _____

On-Site Director/Lead Photographer

Name & Title: _____
Address: _____
E-Mail Address: _____
Cell: _____

Production Title: _____

Names of Talent: _____

Detailed description (outline) of the project. Describe the effects and set design. Please include any known or potential hazards to property or person. Use additional pages as necessary.

Will there be use of fire/explosives/gunfire, animals, and/or the depiction of car chase/crash scenes? Circle YES or NO. If yes, please explain: _____

Crew size: _____ **Cast size:** _____ **Total extras:** _____ **Total number of vehicles:** _____

LOCATIONS AND ACTIVITIES. If additional space is needed, please attach it.

Location	Activities	Date	Start Time	End Time

Provide a map of each location. Include streets, cross streets, and/or alleys to be used. Indicate all streets/sidewalks subject to closure or traffic/pedestrian control. Also indicate the location of generators, trucks, crew parking, catering location, and any other large equipment or vehicles.

Identify any equipment/vehicles/props that may be present. Indicate Number of Each.

Generator: _____ Light: _____ Crane: _____ Track: _____
 Camera Car: _____ Truck: _____ Bus: _____ Trailer: _____
 Rig: _____ Van: _____ Tow car: _____ Extras' car: _____
 Water truck: _____ Production Car: _____ Dolly: _____ Camper: _____
 Crew car: _____ Drone: _____

Will parking in the area need to be restricted or prohibited during filming/photography?

Circle YES or NO.

Will any sound amplification equipment be used? Circle YES or NO.

If "YES," please indicate times and types of sound amplification equipment used:

Will food and/or beverages be served? Circle YES or NO.

If yes, clean-up is required. If clean-up is not done properly, the organization may be fined.

Please read the following statements, initial after each statement, and sign below:

1. I agree to abide by all ordinances of the City of Hendersonville and all conditions placed on the event by the Mayor, Chief of Operations and/or Parks Director. _____
2. I do swear and affirm that all the information given in this application is true. _____
3. I understand that failure to comply with the terms of the City's permit as described may result in revocation of the permit and the inability to obtain future permits. _____
4. I do hereby agree to assume the defense of and indemnify and save harmless the City, its aldermen, boards, commissions, officers, employees, and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of the activities permitted in connection therewith.

5. Prior to filming, a certificate of insurance must be provided in an amount acceptable to the City's Chief of Operations and/or Parks Director. The City of Hendersonville must be listed as certificate holder and additional insured. If using an automobile, automobile liability coverage is also required.

6. The City reserves the right to require one or more City of Hendersonville police officers be present at all events that occur within the city limits. The applicant will also be responsible for any other City staff and/or services that may be required with the approval of this permit.
7. The City of Hendersonville logo may not be included in the film without written permission from the City's Public Information Officer. _____

Signature of Authorized Agent: _____

Name and Title of Authorized Agent: _____

Date: _____

FOR OFFICE USE ONLY	
Received on: _____	Approved on: _____
_____ Approved by Mayor, Chief of Operations and/or Parks Director	

SUBMIT COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION TO:

FILMPERMIT@HVILLETN.ORG

Attachment A

Prior to approval of the film permit by the City, the vendor shall provide one or more Certificate(s) of Insurance that meet(s) or exceed(s) the following insurance requirements:

REQ	Type of Coverage	Limits of Coverage	Certificate of Insurance*
X	Commercial General Liability	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate \$1,000,000 Personal and Advertising Injury \$1,000,000 Products-Completed Operations Aggregate	Certificate of Insurance shall include the City of Hendersonville as Additional Insured <u>with attachment</u> of the Additional Insured endorsement for both Premises/Operations <u>and</u> Products/Completed Operations
X	Automobile Liability (Owned, Non-Owned, and Hired Vehicles)	\$1,000,000 Combined Single Limit Each Accident	Certificate Holder only
X	Workers Compensation	Statutory Limits	Certificate Holder only
X	Employers Liability	\$1,000,000 Bodily Injury Each Accident \$1,000,000 Policy Limit Bodily Injury by Disease \$1,000,000 Each Employee Bodily Injury by Disease	Certificate Holder only

City of Hendersonville



101 Maple Drive North

Hendersonville, TN 37075
www.hvilletn.org

Telephone (615) 822-1000

RELEASE OF LIABILITY

The undersigned, _____, who has been given permission by the City of Hendersonville, TN (the "City") to use its premises for filming activities, hereby executes this agreement with the understanding that this release is part consideration for the City allowing undersigned and its members the privilege of using the City's premises and its facilities. In consideration of the privilege of using the premises of the City, I/we, undersigned and its members, hereby assume the risk for injuries that may be sustained in pursuit of activities while on the premises and hereby remise, release, and forever discharge the City, and its officers and employees, from any actions, suites, damages, claims, or judgments that may result from any personal injury or other damages sustained while on the premises of the City, or using its equipment, both while using the facility above specified. I/we further relieve the City, and its officers and employees, from any liability for loss or damage to any personal property that may be damaged, lost or stolen while on the premises.

When this release is signed on behalf of an organization by an authorized representative of the organization, the organization agrees that it will hold the city and its officers and employees harmless and indemnify them for any such actions, suits, damages, claims, or judgments. The organization agrees it will obtain liability insurance in the amount as designated on the permit application to cover any such liabilities and to name the City as an additional insured on the policy. The organization will also obtain the appropriate releases from each individual participant in the activity.

In cases in which this release is signed by parents or guardians for a child under age 18, the parents or guardians assume the risk of injury to the child, or loss of or damage to personal property and release the city, and its officers and employees, from all claims, suits, damages, or judgments that may result from these injuries or losses that the parents or guardians might have against the City, or its officers or employees.

IN WITNESS WHEREOF, I/we, _____, have executed this release on this the _____ day of _____, 202__.

(witness)

(Parent(s) or Guardian(s), if under age 18)

(Releases must be signed by both parents or guardians, if possible)

Mayor
Jamie Clary
Vice Mayor
Jim Waters

Ward One
Mark A. Skidmore
Mark Burgdorf

Ward Two
Lee Peterson
Michael Martin

Ward Three
Bob Garza
Jeff Sasse

Ward Four
Karen Dixon
Terri Goodwin

Ward Five
Rachel Collins
Janna Garton

Ward Six
Jim Waters
Dr. Eddie Roberson