



## AUSTIN POLICE DEPARTMENT

### SPECIAL EVENTS UNIT

P.O. Box 689001

AUSTIN, TX. 78768-9001

PHONE – (512) 974-5032

### FILM PRODUCTION

Individuals and production companies will complete this application for approval by the Austin Police Department. Permit applications must be emailed to the APD Special Events Unit at least **five (5) business days** prior to filming at [apdspecialevents@austintexas.gov](mailto:apdspecialevents@austintexas.gov).

**DATE(S) OF FILMING:** \_\_\_\_\_

**TIME AND LOCATION OF FILMING:** \_\_\_\_\_

**LOCATION OFFICERS WILL REPORT TO** (if applicable): \_\_\_\_\_

#### PERSON REQUESTING AUSTIN POLICE DEPARTMENT (APD) APPROVAL:

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**WORK PHONE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**NAME OF PRODUCTION COMPANY:** \_\_\_\_\_

**COMPANY BILLING ADDRESS** (Include Name, Street Address, City, State, and Zip Code): \_\_\_\_\_

**OWNER'S FULL NAME** (Include all owner's names): \_\_\_\_\_

Individuals and production companies shall pay the City's actual cost for City staff, utilities, and security used in assisting the production company. However, the City shall provide a film or visual media production crew with up to two (2) City of Austin Police Officers for up to fifteen (15) filming days, at no charge, subject to certain requirements and limitations as listed below. Officers will be scheduled for up to eight (8) hour shifts in order to work traffic control and other public safety issues including the monitoring of vehicles, intermittent traffic control, lane closures, and crowd control. If the production company requests more than two (2) City of Austin Police Officers, the production company shall pay the City for the actual costs of the additional services.

**Is the filming budgeted to spend for local goods and services at least** (check any that apply):

- ☐ One million dollars for a feature film and documentary; or
- ☐ One million dollars a season for a television production of an episodic series; or
- ☐ One hundred thousand dollars for a commercial

After filming is complete, the Austin Police Department (APD) Special Events Unit will invoice the production company the total cost of services the Austin Police Officer(s) provided during the filming. If the production company met the minimum thresholds prescribed by the City to qualify for the two (2) officer, fifteen (15) day service exemption, the production company shall email a final location expenditure report verifying the actual purchases of local goods and services to the APD Special Events Unit ([apdspecialevents@austintexas.gov](mailto:apdspecialevents@austintexas.gov)) within 30-days of the date of invoice. Once the APD Special Events Unit validates the expenditure report, the APD Special Events Unit will send the production company an updated invoice reflecting the service exemption. The production company has 30-days from the date of invoice to tender payment to the Austin Police Department for the outstanding service costs, if any.

**REQUESTS FOR OFFICER ASSIGNMENT:**

**NUMBER OF OFFICERS REQUESTED:** \_\_\_\_\_

**OFFICERS WILL BE IN UNIFORM** (select one):                    ☐ **YES**                    ☐ **NO**

**IS A MARKED POLICE VEHICLE REQUESTED** (select one):                    ☐ **YES**                    ☐ **NO**

**OFFICER DUTY HOURS:** START: \_\_\_\_\_ FINISH: \_\_\_\_\_

**SUMMARY OF OFFICER DUTIES:**

This Project is (Check One):

Film Feature:	_____	Music Video:	_____	TV Programming:	_____
Corporate Video:	_____	Short Film:	_____	Public Service Announcement:	_____
Documentary:	_____	Still Photography:	_____	TV Movie:	_____
Commercial:	_____	Other as Specified:	_____		

**Will this production involve a public display of weapons or act of violence? ☐ Yes or ☐ No**

*I certify the information in this application is accurate and the Film Production described with this permit will follow all laws and ordinances of the State of Texas and City of Austin.*

\_\_\_\_\_  
(Signature of Applicant Requesting Permit)