

Property Owner Information – Film Production

When approached by a Production Company

In most cases a location manager or scout will call or visit you to request the use of your property. Your first questions should include:

- What type of production is it (commercial, TV, feature, digital content)?
- What is the name of the production company, and what is the title of production?
- Who is the contact person at the production company?
- How many shooting days will there be?
- Will there be nights, days or both?
- What will the hours be each day, factoring in prep, shoot and strike time?
- Will there be any prep days?
- Can you please provide a description of the proposed activities?
- How many people and vehicles will there be?
- Are there any pyrotechnics or stunts?
- If you do not recognize the production company's name, there are several ways to determine its credibility:
 - Ask for references from the company's last several locations
 - Ask for the producer's or director's list of credits
 - Check free Websites such as www.imdb.com for producer's credits.
 - Ask for a contact with a parent company (sometimes independent movie companies will be associated with studios or larger production companies).
 - Reach out to the:
Hudson Valley Film Commission
13 Rock City Road, Woodstock, NY 12498
(845)679-4265
- Ask for proof of production insurance.
 - Most insurance policies for filming on location cover liability up to \$1 million. You will be presented with a certificate of insurance evidencing the production's coverage. Make sure that your name and the name of your company or business is named as "additional insured" and that the policy covers the planned activities and the correct dates. Prior to filming, ask the location representative for your copy of the company's certificate of insurance with these provisions.

Take into Account

When considering the location request, take into account:

- Inconvenience – If you are a landlord, for example, how do your tenants feel about filming?
- Accessibility – Can cameras, lights and 30 people fit in the area?
- Safety – Is it safe to film there?
- Are there problems with existing fire regulations or building safety?
Please reach out to the Town of Dover Building Department if you have any question regarding this. (845)832-6111 x 103
- Are there children in the neighborhood and is it safe for them, or will filming be disruptive?
- How will this disrupt your life, if at all?
- Take into consideration family, pets, parking, accessibility, etc.

For the Production Company

Information to give the production company:

- Turnaround time – when you can approve the use of your property and sign the contract:
Restrictions or conditions, if any, on the use of your facility. (If you are a tenant, you should get the owner’s approval or give the owner’s contact info to the production.)
- Fees and personnel costs
- The location manager will obtain permits prior to filming, but it’s good for you to know about film permit requirements and the fee structure.
- Special requirements (i.e., only certain parts of the property are to be used, etc.)
- Neighborhood considerations: Are there any restrictions on filming in/at your property? If you are in a “Common Interest Development,” do you need approval from a Board of Directors? Is there a Homeowners Association, and does it have filming rules and/or fees?

You too, need to be a good neighbor, landlord or property owner. Also, be sure to contact anyone who will be impacted by the filming in advance, working closely with the location manager for proper notification.

Conditions for Filming

These are the conditions for filming which should be included in your agreement with the film company.

If you have tenants, it is important that they be asked how they will be impacted by the filming, and that you also work with them on the basic guidelines.

If you are a homeowner:

- Take photos of your property prior to filming.
- For your property's protection, there should be NO EATING, DRINKING or SMOKING in the house (unless the script calls for it, on-camera only).
- You should have the production company's representative place signs around the house to that effect. You may wish to designate an area for these purposes.
- Large trucks should not be allowed in the driveway because they tend to damage things like sprinkler heads.
- If you decide to allow this, make sure to do a walk-through after filming with the location manager to assess any damage (such as oil spots).
- Vehicle and equipment parking should be planned in a way so as to avoid congestion on your street.
- Lights should be placed in such a way as to not scorch walls, ceilings, curtains, plants or trees. They should be checked periodically for safety.
- Nails, tape, pushpins, tacks, clamps, etc., should not be used on ANY wall, door, beam, or woodwork without prior approval.
- All floors should be covered in areas where crew will be walking. Power cords may be brought through the house, but only on floors protected by coverings or layout board.
- Consider whether or not you will allow roof access.
- Ask to see the applicable municipal permits and confirm any requirements or restrictions. Review the permit to make sure it accurately details the production's proposed activities. If you have any questions, call the permitting authority.
- Assist in the placement of vehicles and equipment on the property, allowing for normal vehicle traffic by tenants and visitors.
- Make sure that vehicles and equipment are in safe, non-fire hazard areas. If you have any questions, consult with the Town of Dover Building Department. (845)832-6111 x 103
- Establish areas for restroom facilities, catering/crew meals and craft service
- Determine holding areas as well as off-limit areas for cast, crew and background players.
- Establish smoking areas and ensure they are equipped with butt cans with approximately 2 gallons of water.
- Discuss emergency procedures (i.e., injuries, nearest emergency facilities, etc.) with the set medic and 1st AD. Be aware of safety meetings being held with cast and crew.
- Check all areas of activities, including parking lots and crew meal areas to ensure they are cleaned and returned to their original condition at completion of filming.

After Filming

Damages/Claims:

If you can spot damages as the company is wrapping out, bring it to the attention of the location manager or assistant director, and take photos. They will either fix them at that time or schedule a day to complete repairs in a timely manner. If damages are extensive, present them in writing as soon as possible to the location manager or the unit production manager, who may then file an insurance claim.

While on location, a film company is adequately insured for property and injury. This also includes personal damage if, for example, a crew member backs his truck into the neighbor's car.

The Town of Dover encourages payment or partial payment be requested before the company leaves the location. If this does not happen, invoice the company immediately.