

# Frederick County Government Commercial Film Guide



## **PRODUCING IN FREDERICK**

Welcome to Frederick County, Maryland! Thank you for considering Frederick County as a location for your film production needs. This Commercial Film Guide has been created to make the process go as smoothly as possible for everyone involved.

### **GETTING STARTED**

Please contact the [Communications Department](#) about your project as soon as you determine that Frederick is on your shortlist of locations; the more lead time given, the better we can serve you. The [flowchart](#) on page 5 illustrates the application process for producing on Frederick County property.

### **GUIDING PRINCIPLES**

1. Safety, health, welfare, property, and the environment will be protected.
2. Impacts to existing citizens and businesses will be minimized and mitigated.
3. Costs to the County resulting from the production will be recovered from the production.
4. Compliance with the [County Code](#) is required.

### **PRODUCTION CLASSIFICATIONS**

The amount of oversight and/or resources the County will need depends in large measure on the impact each production has on the community or the County. The greater the impact, the more oversight/resources are necessary to make it a success. The classifications below are meant as a guide. For activities not listed within the classification, please provide complete detail in your [application](#). The classification will be assigned by the [Risk Management Director](#). To give you an idea of what to expect, the impacts are classified as low or high and the requirements for each are as follows:

#### **LOW IMPACT PRODUCTIONS**

Productions described by all of the following are considered 'low impact':

- No exclusive or after hours use of all or any portion of County streets or facilities.
- No impact to normal vehicle or pedestrian movement.
- No generator or amplified sound.
- Less than 10 production members, including talent and crew.
- No wild, exotic, or domestic animals.
- No pyrotechnics or other special effects.
- No moving vehicle scenes.
- No temporary or permanent structures or modifications to the filming area. (i.e. trailers and/or large prop structures)

#### **REQUIREMENTS**

Low impact productions will need to address the following before beginning activities:

1. A [Film Application](#) received **no less than 10 business days** prior to the production date.
2. Review and agree to abide by the County's [Code of Conduct](#) and [Film Location Agreement](#).
3. Insurance - You will need to show that you have [insurance coverage as follows](#):
  - General Liability: \$1 million Bodily Injury and Property Damage combined.
  - Workers' Compensation with statutory limits.

- Frederick County, Maryland must be named on the General Liability policy. Only one certificate of insurance is needed to cover your activities with County departments.

## **HIGH IMPACT PRODUCTIONS**

Productions with any of the following are considered 'high impact':

- Vehicle or pedestrian traffic or public parking is impacted, including use of tripod or dolly.
- Exclusive use of all or a portion of a public facility.
- A generator, air compressor, or heavy equipment is used.
- Amplified sound over 50 decibels is used.
- Wires or cables run across or over public sidewalks, trails, or streets.
- Wild, exotic, or domestic animals are present on the location.
- More than 10 production members, including crew and talent, are onsite.
- Special effects such as pyrotechnics, simulated gunfire, smoke,
- Filming from moving vehicles.
- A tent is erected or a trailer/mobile unit is temporarily staged.

## **REQUIREMENTS**

High impact productions will need to provide the following before beginning filming activities:

1. [A Film Application](#) received **three (3) weeks'** prior to production date.
2. [Review and agree to abide by Frederick County's Code of Conduct and Film Location Agreement.](#)
3. [Insurance](#) - You will need to show that you have [insurance coverage as follows](#):
  - General Liability: \$1 million Bodily Injury and Property Damage combined.
  - Workers' Compensation with statutory limits.
  - Frederick County, Maryland must be named on the General Liability policy. Only one certificate of insurance is needed to cover your activities with County departments.
  - Additional insurance may be required depending on the type of activity (i.e. Firework/Pyrotechnic Insurance)

## **EXEMPTIONS TO THE CLASSIFICATIONS**

This guide does not apply to bona-fide news media coverage of breaking news, entertainment, sports, or other special events. Also exempt are recordings or photography for personal use that use no props or models, are not sold or have a fee attached and have no community impact. Exempt projects need not contact the County. For Student Film or Projects, contact the [Communications Department](#) for special instructions. Students taking photography are exempt.

## **COUNTY POLICIES**

### Conduct

Show your appreciation to the citizens and businesses of our community by ensuring that all members of the production follow the [Code of Conduct](#).

### Hours

Most production activities are allowed daily in residential and commercial areas between 7AM and 11PM and during regular hours of operation in the case of parks. However, some activities—typically those that generate significant noise—often have more restrictive allowable times. These include but may not be limited to the use of heavy equipment, amplified sound, generators, and air compressors (see [Noise Ordinance](#)).

### Noise

All sounds resulting from the production will at all times be in compliance with Frederick County's [Noise Ordinance](#). If complaints are received, the production will take measures to decrease the level of noise.

### Lighting

Artificial lighting will be oriented away from neighboring residences and should not interfere with the safe movement of traffic and pedestrians.

### Restoration of Property

Productions will fully restore all County property to its original condition immediately at the end of the production period. Additionally, production members will keep Frederick neat and clean by ensuring that all trash, garbage, containers, food, debris, lumber, props, sets, vehicles, and all other materials from the production are removed from the location and properly recycled/disposed of or relocated immediately upon the completion of activity at that location.

### Permits and Licensing

Applicant may be notified regarding required [permits](#). Types of permits may include a noise permit, building permit, etc. No Frederick County licenses or permits can override the need or substitute for the production entity to secure necessary permissions from relevant state/federal agencies and property owners.

### Limits of Support

Frederick County cannot provide County staff, vehicles, equipment, uniforms and alike for use in the production. The County Government seal, logos, public safety patches, and other similar items can only be used for official Frederick County business. Reproducing or using their likeness is prohibited.

### Special Considerations

We recognize that each production has its own unique challenges, and we are available to discuss any issues you may have with meeting specific requirements in this guide. Contact the [Communications Department](#) as soon as possible to discuss your case one-on-one.

### Additional Fees

Additional fees, which may include a security deposit, may be required at the discretion of the Division Director.

### **Communications Department Contact**

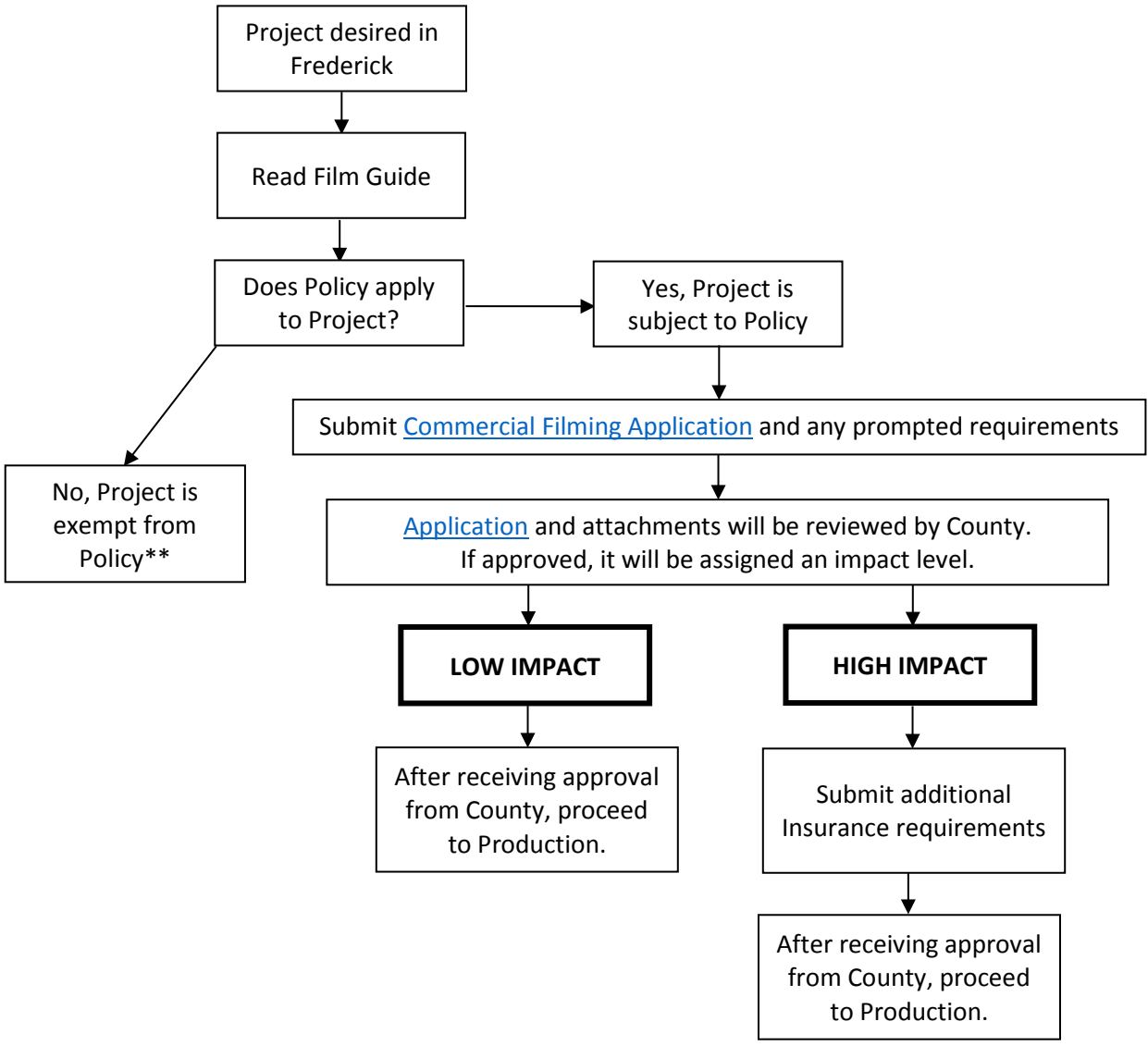
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# COMMERCIAL FILM GUIDE FLOWCHART



\*\*For Student Projects, please contact the [Communications Department](#) at 301-600-1315.