



FILM PERMIT REQUIREMENTS

Film permits are required for all filming activity, commercial or non-commercial, which will take place on public locations. The Village Manager's Office is the central coordinator for filming use of locations administered by the Village of Key Biscayne, such as parks, beaches, roadways, and Village facilities.

Film permit applications require the following:

1. Review attached approval provisions from Village of Key Biscayne, Code of Ordinances, Part II- Code, Chapter 7 Business Regulations, Article III- Filming.
2. Set-up a meeting with the Village Manager five (5) working days prior to the first date of usage (prep/shooting) by contacting the Executive Assistant to the Village Manager at (305) 365-8919. Working days do not include weekends and state holidays.
3. Film Permit Application must be filled out completely and submitted with all required documentation.
4. Special Event Application must be filled out completely and submitted with all required documentation (Special Event Application fee will be waived by the Village Manager).
5. Applicant shall provide evidence of public liability insurance in the minimum amount of \$1,000,000 or as otherwise established by the Village. All insurance policies shall name the Village of Key Biscayne as additional insured (please see attached sample Certificate of Liability Insurance)
6. Applicant will need to post a \$5,000 cash bond to be held by the Village of Key Biscayne to be used, if necessary, to repair damage to public property caused by the filming.
7. Film Permit Fee : \$100 (Check made payable to the Village of Key Biscayne)

Contact Information:

Village of Key Biscayne
Village Manager's Office
88 W. McIntyre Street, Suite 210
Key Biscayne, FL 33149
Tel. (305) 365-8919 Fax: (305) 365-8936



FILM PERMIT APPLICATION

Permit Number: _____

Duration of Permit: _____

Film Location(s): _____
(Parking arrangements are
required if more than three
(3) vehicles on right-of-way)

Production Company: _____

Contact Person: _____

Telephone #: _____ Cell #: _____

Property Owner: _____

Telephone #: _____ Cell #: _____

Insurance Company: _____

Policy Number: _____

Signature of Owner: _____

Village's Approval: _____

ARTICLE III. - FILMING ⁽¹⁹⁾

Sec. 7-101. - Definitions.

Sec. 7-102. - Applicability.

Sec. 7-103. - Permits.

Sec. 7-104. - Notice to owners.

Sec. 7-105. - Permit criteria.

Sec. 7-106. - Penalties.

Sec. 7-107. - Exemptions.

Sec. 7-108. - Variances.

Sec. 7-109. - Appeals.

Sec. 7-101. - Definitions.

For the purposes of this article, the following terms, phrases, words and derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and the words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

Film or filming shall mean any and all still, live or motion picture productions whether made on or by **film**, electronic tape, or any other electronic device used to produce theatrical motion pictures, television entertainment motion pictures, industrial motion pictures, television commercials, or print media. **Filming** shall include the erection and dismantling of the equipment associated therewith.

Manager shall mean the Village Manager or authorized designee.

Permit shall mean a **permit** issued by the Village in accordance with the terms of this article.

Person shall mean any individual, partnership, firm, corporation, association or other entity.

Village shall mean the Village of Key Biscayne.

{Ord. No. 94-8, § 1(1), 11-15-94}

Cross reference—Definitions and rules of construction generally, § 1-2.

Sec. 7-102. - Applicability.

This article shall apply to all the lands within the Village's jurisdiction whether public or private.

{Ord. No. 94-8, § 1(2), 11-15-94}

Sec. 7-103. - Permits.

(a)

Permit required. No Person shall **Film** within the Village without first applying for and obtaining a **Permit** from the Manager. All **Permits** shall be conspicuously displayed at the **Filming** location.

(b)

Permit application. Applications for a **Permit** shall:

(1)

Be on the form provided for by the Village;

(2)

Identify the applicant;

(3)

Identify the location(s) where **Filming** is going to be conducted. If applicant is the owner of the property where **Filming** is going to be conducted, the Village shall require proof of ownership, such as the deed, or if applicant is not the owner, then the Village shall require the owner's sworn consent to the **Filming** and proof of ownership.

- (4) Shall require that applicant provide evidence of public liability insurance in the minimum amount of \$1,000,000.00 or as otherwise established by the Village. All insurance policies shall name the Village as additional insured.
 - (5) Shall include a parking plan for automobiles, trucks and other vehicles connected with the **Filming**.
 - (6) Shall include a site plan for the location(s) where **Filming** is conducted.
 - (7) Shall require that applicant post a \$5,000.00 cash bond to be held by the Village to be used, if necessary, to repair damage to public property caused by the **Filming**.
- (c) **Limitations on permits.** **Permits** issued by the Village shall be subject to the following:
- (1) **Permits** shall not be issued more than two times per year for each **Filming** location. In no event may **Filming** exceed three consecutive days or six days in any calendar year.
 - (2) No **Filming** shall be permitted from 11:00 p.m. to 7:00 a.m.
 - (3) Other limitations as specified by the Manager depending on the location and type of **Filming** such as, and by way of example, requiring an off-duty police officer to be present during **Filming**.
- (d) **Limitation on location.** No **Filming** shall be conducted from a given permitted location more than four times during a 12-month period. There shall be a minimum period of 30 calendar days of **Filming** inactivity following the expiration of a **Permit** for a particular location.
- (e) **Permit fees.** A **Permit** fee in the amount of \$100.00 shall be due and payable at the time of **Permit** application. **Permit** fees shall be doubled for all **Filming** which is done without first obtaining a **Permit**.

[Ord. No. 94-8, § 1(3), 11-15-94]

Sec. 7-104. - Notice to owners.

Forty-eight hours prior to commencing any permitted **Filming** the **Permit** holder shall notify in writing all property owners within 300 feet of the **Filming** location. The notice to owners shall include but not be limited to the location, date, hours and subject matter of the **Filming**.

[Ord. No. 94-8, § 1(4), 11-15-94]

Sec. 7-105. - Permit criteria.

A **Filming Permit** shall be granted unless the Manager finds that the proposed **Filming**:

- (1) Unduly impedes governmental business or public access; or
- (2) Conflicts with previously scheduled activities; or
- (3) Imperils public safety.

[Ord. No. 94-8, § 1(5), 11-15-94]

Sec. 7-106. - Penalties.

Any Person who violates the provisions of this article shall be subject to a \$500.00 fine and revocation of the **Permit**.

[Ord. No. 94-8, § 1(6), 11-15-94]

Sec. 7-107. - Exemptions.

The following shall be exempt from the provisions of this article:

- (1) Individuals **Filming** or videotaping only for their own personal or family use.
- (2) Employees of print or electronic news media when **Filming** on-going news events. This exception shall not apply to simulations or re-enactments orchestrated by print or electronic news media.
- (3) Indoor motion picture studios.
- (4)

Governmental agencies or instrumentalities including, but not limited to, a news service created or established by the United States Information Agency, provided that notification is received by the Village prior to **filming**.

{Ord. No. 94-8, § 1(7), 11-15-94, Ord. No. 95-7, § 1, 6-13-95}

Sec. 7-108. - Variances.

Upon application to the Manager, variances may be granted from the terms of this article, provided that:

(1)

Signatures indicating consent have been obtained from all of the owners of property located within 300 feet of the **Filming** location; and

(2)

A finding is made by the Manager that the variance will not be injurious to the area involved or otherwise detrimental to the public welfare; and

(3)

The **Filming** proposed to be done as a result of the variance will be conducted in accordance with all standards in this article other than those for which a variance is being granted.

{Ord. No. 94-8, § 1(8), 11-15-94}

Sec. 7-109. - Appeals.

Any Person aggrieved by the terms of a **Permit** issued by the Manager, by the decision not to issue a **Permit**, by the revocation of a **Permit**, or by the denial of a variance may, within ten days of the decision, appeal to the Village Council whose decision shall be final.

{Ord. No. 94-8, § 1(9), 11-15-94}

FOOTNOTE(S):

¹⁸ Editor's note— Ord. No. 94-8, adopted Nov. 15, 1994, amended the Code by the addition of provisions which have been included herein at the discretion of the editor as Art. III, §§ 7-101—7-109. [\(Back\)](#)

ACORD

CERTIFICATE OF LIABILITY INSURANCE

09/16/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in favor of such endorsement(s).

PRODUCER

DeWitt Stern Group
420 Lexington Avenue, Suite 2700
New York, NY 10170

CONTACT

NAME: Stacie O'Beirne
PHONE (A/C, No. EXT) 212-297-1427
PHONE (A/C, No. EXT) 212-297-1427
E-MAIL: cobelras@dewittstern.com
ADDRESS: cobelras@dewittstern.com
PRODUCER CUSTOMER ID#

INSURED

Public

RSA Films Inc.
634 n. La Peer Drive

Los Angeles, CA 90069 USA

INSURER(S) AFFORDING COVERAGE

Table with columns: INSURER A, INSURER B, INSURER C, INSURER D, INSURER E, INSURER F and NAIC #.

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Main table with columns: RBR LTR, TYPE OF INSURANCE, ADDL BSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YY), POLICY EXP (MM/DD/YY), LIMITS.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS (LIMITS MAY BE SUBJECT TO DEDUCTIBLE OR RETENTIONS)
Certificate Holder is included as an Additional Insured and Loss Payee as their interest may appear as respect production work done on behalf of Agency: Search & SEBENTIVY, Client: LENOVO; Job No: 402LERDMDT12028; Commercial Title: How Raymond Does. With respect to others, coverage is worldwide, in transit and At Risk. With respect to Automobile Rentals, Non-Owned & Hired Auto Physical Damage, limits are included in Miscellaneous Equipment. Deductible: 10% of loss, \$2,500 Min./\$7,500 Max. (per occurrence).

CERTIFICATE HOLDER

Village of Key Biscayne
88 WEST McIntyre St. Suite 230
Key Biscayne, FL 33149

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

DeWitt Stern Group Inc. By:

(Stacie O'Beirne) 09/16/2011



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

88 West McIntyre St., Suite 250
Phone (305) 365-5512

Key Biscayne, FL 33149
Fax (305) 365-5556

www.keybiscayne.fl.gov

Mission Statement: "TO PROVIDE A SAFE, QUALITY ENVIRONMENT FOR ALL ISLANDERS THROUGH RESPONSIBLE GOVERNMENT"

SPECIAL EVENT APPLICATION AND FEE SHEET

(Special Event Approval Provisions from Village of Key Biscayne Code Ch. 17-5; Fee Schedule from Miami-Dade County Code)

A Special Event Permit is required for any event that takes place on public or private property. The Special Event application form must be completed and submitted not less than twenty (20) days in advance of the event. A Special Event may not be held unless it has been approved by the Village Manager pursuant to the procedures set forth below and in the attached application.

REQUIREMENTS:

1. Completed application and non-refundable permit fee pursuant to the attached fee schedule. The MINIMUM FEE FOR A SPECIAL EVENT PERMIT IS \$41.00.
2. Certificate of Insurance.
3. Site plan of the event showing all temporary installations in relation to the surroundings. The site plan must show a detailed diagram of the event including the location of concession booths, portable toilets, dumpsters, public, emergency and accessible routes, parking, banners and signs, tents, location of stages, entertainment and orientation of loudspeakers, locations for electricity and water, and other relevant information.
4. If your Special Event includes construction, electrical, plumbing or mechanical work, then the work must receive a final inspection prior to the commencement of the Special Event. If the inspection must be completed after 3:00 p.m. Monday through Friday, over a weekend, or on a National Holiday, then the cost of each inspection will be \$90.00 per hour per inspector which offsets time and half pay and the cost of benefits for the inspector and door to door travel time. As this will require a minimum of three hours per inspector, assume the total cost per inspector to be a minimum of \$270.00. Please note that the specific contractor for the applicable inspection must be on-site at time of inspection. If not, the permit will be cancelled.

The person in charge of the event must be present at the event and remain at the location for the entire duration of the event.

FEE SCHEDULE: Unusual Uses, Special Permits, Business and Industrial Use Variance

DESCRIPTION	ORIGINAL FEE	ANN. RENEWAL FEE
All unusual uses, except the following	\$210.00	\$210.00
Churches	None	None
Airport, commercial dump permits, racetracks, stadiums	\$420.00	\$160.00
Cabaret, nightclub, liquor or package store	\$265.00	\$265.00
Rock quarries, lake excavations and/or filling thereof	\$315.00	\$160.00
Circus or Carnival (per week)	\$185.00	\$185.00
Open lot uses	\$125.00	\$105.00
Land clearing, subsoil preparation	\$110.00	\$125.00



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

SPECIAL EVENT PERMIT APPLICATION (Page 1 of 2)

Application Date: _____

Permit No: SE _____

Fee Charged: _____

Check No. _____

EVENT DESCRIPTION:

Title of Event: _____

Date of Event: _____

Event Location: _____ (Attach Site Diagram)

Description: _____

Event Hours: _____ Set-up: _____ Breakdown: _____

Estimated Attendance: _____ /per day

Sponsors: _____

Producing Organization/Entity: _____

Contact Person: _____ Phone: _____

APPLICANT INFORMATION:

Signature: _____

Name (Please Print): _____

Mailing Address: _____

Phone: _____ Fax: _____

Cellular/Pager: _____

**A Special Event Fee must be submitted with this application
(Any Fire Rescue fees must be paid separately)**



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

SPECIAL EVENT PERMIT APPLICATION (Page 2 of 2)

VILLAGE DEPARTMENT APPROVALS:

Application Date: _____

Event Date: _____

Title of Event: _____

Event Location: _____

DEPARTMENT	APPROVED	REJECTED	DATE
Building			
Electrical			
Mechanical			
Plumbing			
Sea Turtle/Lighting*			
BZP Director			
Public Works			
Recreation			
Police			
Fire Rescue			
Village Manager			

* Applies to beachfront permits during sea turtle season from May 1 – October 31

Applicant has received a copy the Village of Key Biscayne Noise Ordinance _____
(Applicant initials)