



## Manatee Village Historical Park

1404 Manatee Ave E, Bradenton, FL 34208  
Manatee County Historical Commission  
& Manatee County Clerk of the Circuit Court  
Historical Resources Department

## FILMING AND/OR COMMERCIAL STILL PHOTOGRAPHY APPLICATION

*Manatee County is the agency of record for the Bradenton Area Film Commission Office, a division of the Bradenton Area Convention & Visitors Bureau. Manatee Village Historical Park is operated through a partnership between the Manatee County Clerk of the Circuit Court & Comptroller and the Manatee County Historical Commission, Inc.*

While we strive to ensure that you are able to produce the product you envision, our foremost responsibility is to protect the historical buildings and artifacts that we hold in public trust. Therefore, we ask that you read this document carefully and adhere to the guidelines that we set forth, so that these buildings and artifacts may be preserved for future generations to enjoy as well.

Applications must be submitted at least forty-five (45) days prior to requested film date(s). Please allow seven (7) working days after the receipt of your completed application and insurance to obtain approval to film. If your shoot has special requirements, more time may be required for approval.

Submitting an application does not guarantee project approval. If your application is approved, an in-person meeting with staff about your specific needs is required prior to filming. During this meeting, which should occur at least thirty (30) days prior to your film date, staff will confirm your film dates, and payment and proof of insurance will be due.

**Date:** \_\_\_\_\_

### APPLICANT INFORMATION

**Name of Applicant:** \_\_\_\_\_

Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

<b>FILM / PROJECT INFORMATION</b>
-----------------------------------

**Name/Nature of Project:** \_\_\_\_\_

Type of Project:

<input type="checkbox"/> Commercial* video	<input type="checkbox"/> Movie	<input type="checkbox"/> Documentary	<input type="checkbox"/> Music video
<input type="checkbox"/> TV feature	<input type="checkbox"/> TV series	<input type="checkbox"/> Commercial* still photography	
<input type="checkbox"/> Travel resource	Other: _____		

Producer: \_\_\_\_\_ Director: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Date(s) of Filming: \_\_\_\_\_ Rain Date(s): \_\_\_\_\_

Total Days of Filming: \_\_\_\_\_ Times of Shoot: \_\_\_\_\_

**Please attach a detailed description of storyline and scenes to be filmed.**

*Major film and television shoots are considered on a case-by-case basis. If details are missing or unclear in your application, staff may contact you for further details including photo layouts, scripts, etc. before permission is granted. If approved, fees are subject to change according to the type of use and possible wear and tear on the facility.*

Buildings to be used:

<input type="checkbox"/> Courthouse	<input type="checkbox"/> Settler's House	<input type="checkbox"/> Wiggins Store
<input type="checkbox"/> Church	<input type="checkbox"/> Blacksmith Shop	<input type="checkbox"/> Grounds
<input type="checkbox"/> Schoolhouse	<input type="checkbox"/> Boathouse	<input type="checkbox"/> Potter Barn
<input type="checkbox"/> Smokehouse	<input type="checkbox"/> Bunkhouse	<input type="checkbox"/> Gazebo

Will you require museum artifacts and furnishings be moved for filming?

\_\_\_\_\_  
\_\_\_\_\_

Equipment to be used (in addition to handheld camera):

<input type="checkbox"/> Rolling tracks	<input type="checkbox"/> Green/reflective screens	<input type="checkbox"/> Other
<input type="checkbox"/> Lighting	<input type="checkbox"/> Barricades	<input type="checkbox"/> Tripods
<input type="checkbox"/> Drones**	<input type="checkbox"/> Sound system	<input type="checkbox"/> Furniture or other large scale props

**Please note that Manatee Village only guarantees exclusive use of the facilities after hours (additional fees apply).**

*\*Defined as use for business, sales, and/or making money; including promoting a business, product, service, and/or person*

*\*\*Drones may only be used by licensed and insured operators. You will be required to present a copy of your license and proof of insurance.*

Distribution of Film: \_\_\_\_\_

Number of Crew: \_\_\_\_\_ Total Budget: \_\_\_\_\_ Film Rating: \_\_\_\_\_

Number/Type of Vehicles: \_\_\_\_\_

**Special Requirements\*:**

\_\_\_\_\_ Area to be closed or barricaded

\_\_\_\_\_ Traffic control

\_\_\_\_\_ Music Amplification

Structures/tents to be erected. Please indicate size of structure/tent\*\*: \_\_\_\_\_  
(You must provide drawing/map indicating where structure/tent will be placed at film location.)

Sanitary facilities (trash, comfort stations, etc.): \_\_\_\_\_

Parking arrangements: \_\_\_\_\_

Security personnel: \_\_\_\_\_

Will special signage be required? \_\_\_\_\_

\*Applicant is responsible for arranging/providing the equipment.

\*\*Maximum tent size allowed is 10'x20'. Tents may not be staked—MVHP staff will provide instruction.

Please note that the requests made in this application are not guaranteed. Requests to use specific buildings, barricade areas, erect tents, etc. are subject to staff approval. Staff may contact applicant to negotiate these details prior to application or film date approval.

***Note: Smoking and Alcoholic Beverages are not permitted on location.***

## INSURANCE & FEE REQUIREMENTS

### **Insurance Requirements:**

Premises and event liability insurance is required by and **must name Manatee County AND the Manatee County Historical Commission, Inc. as Additional Insured.**

Insurance coverage and insurance carriers must be acceptable to the Manatee County Film Commission Office as well as the municipality where filming will take place. **An original certificate must be on file, in the film office, prior to filming.** Failure to provide proof of insurance will be basis for cancellation of this agreement. No agreement is binding until proof of insurance coverage is received. The minimum levels required are:

*Bodily Injury Liability (per occurrence) \$1,000,000*  
*Property damage (per occurrence) \$1,000,000*

**Fee Requirements:** Based on Manatee Village Historical Park, and their fee structure, certain fees may be imposed. The following are subject to change:

### **Still Photography:**

\$100.00/hour (plus tax) between 9:00 A.M.-4:00 P.M., Monday-Friday, and 2<sup>nd</sup> & 4<sup>th</sup> Saturdays of each month, excluding holidays and their associated weekends.

\$150.00/hour (plus tax) and \$20/hour security guard fee (*tax exempt* \$80 min.) all other hours (MVHP does not offer after hour rentals on holidays or their associated weekends).

### **Motion Picture/Video Photography:**

\$150.00/hour (plus tax) between 9:00 A.M.-4:00 P.M., Monday-Friday, and 2<sup>nd</sup> & 4<sup>th</sup> Saturday of each month, excluding holidays and their associated weekends.

\$200.00/hour (plus tax) and \$20/hour security guard fee (*tax exempt* \$80 min.) all other hours (MVHP does not offer after hour rentals on holidays or their associated weekends).

Permit Fee Amount \_\_\_\_\_  
 Bond Amount \_\_\_\_\_  
 Insurance Requirement \_\_\_\_\_  
 Other Fees \_\_\_\_\_

Mail a check in the amount of \_\_\_\_\_, **prior to filming**, to \_\_\_\_\_

Address: \_\_\_\_\_

By signing, the applicant/Authorized Rep agrees to follow the rules of use for the Manatee Village Historical Park which are attached as Page 4 of this document.

\_\_\_\_\_  
*Signature of Applicant/Authorized Rep*

\_\_\_\_\_  
*Title*

Company: \_\_\_\_\_

Date: \_\_\_\_\_

\* \* \* \* \*

**Please return completed application and original certificate of insurance to:**

**Bradenton Area Film Commission  
One Haben Blvd.  
Palmetto, FL 34221**

Film Liaison: Leanne Keeling (941) 729-9177 x 3944 [leanne.keeling@bacvb.com](mailto:leanne.keeling@bacvb.com)  
Fax: (941) 729-1820  
Manatee Village: Krystin Miner (941) 749-7165 [krystin.miner@manateeclerk.com](mailto:krystin.miner@manateeclerk.com)

**Thank you for choosing the Bradenton Area as your film location. We will do everything possible to ensure you have a wonderful experience while here.**

\* \* \* \* \*

**Permission to Film granted by:**

\_\_\_\_\_  
*Manatee County Historical Commission Representative*

Date: \_\_\_\_\_

\_\_\_\_\_  
*Film Commissioner/ Liaison*

Date: \_\_\_\_\_

### **Manatee Village Historical Park (MVHP) Rules of Use**

1. Please follow all rules applicable to all visitors to MVHP.
2. Please follow instructions given by MVHP staff and volunteers. Photographers may be asked to restrict their activities to certain places or times, depending on the MVHP schedule and the size of the group.
3. Grantee will only use the site between 9:00 A.M. and 4:00 P.M., Monday through Friday, excluding holidays and their associated weekends. Hours outside of these regular operating hours must be scheduled with and approved by staff no less than thirty (30) working days in advance, with all applicable usage fees paid 30 days in advance.
4. Grantee assumes full responsibility for any and all damage to the property, its grounds, buildings or equipment caused during grantee's use of the facility.
5. MVHP/MCHC assumes no responsibility for loss, theft, or damage to equipment.
6. Grantee will meet with museum staff prior to application approval for orientation to the site and for information on buildings' use and preservation. Grantee will also meet with the on-site museum staff the day of the shoot prior to starting to set-up equipment.
7. Grantee will only park vans, motor homes, and staff cars in the south parking lot. No parking will be allowed in the north lot next to the Wiggins Store or on Old Manatee Avenue. If overflow parking is required, please let staff know at least thirty days in advance of the reserved date (additional fees may apply). Parking on 15th St E for unloading/loading and entering at side gates is not permitted.
8. Grantee will not use buildings or restrooms for dressing areas. Participants need to arrive camera ready.
9. Grantee will not allow its photography or equipment to interfere with regular visitors, tours or operations of the Manatee Village Historical Park, without staff approval. We ask that photographers not block pathways, entrances or exits.
10. Grantee will not move any furnishings, artifacts, or decorations. Furnishings, artifacts, or decorations may only be moved by museum staff, at staff discretion.
11. Grantee will make no changes to the exterior of the buildings.
12. Grantee will not allow any persons in their group to sit, stand, lie, or otherwise make use of museum furnishings, artifacts, or decorations without prior approval of staff.
13. Grantee and its employees or subjects will not allow food or drink inside any buildings, with the exception of the Wiggins Store conference room.
14. Grantee and its employees or subjects will not smoke or consume alcoholic beverages anywhere on MVHP grounds.
15. Grantee will not allow any employee, actor or subject to appear nude, as that term is defined in Manatee County Ordinances 92-62 and 92-59 at Manatee Village Historical Park. Inappropriate attire, such as lingerie, is prohibited. Wearing such attire or nudity, as defined in Manatee County Ordinances 92-62 and 92-59, will result in immediate cancellation of photo shoot, with no refund of fee.

16. Grantee will not use any pyrotechnics or candles, or light any fires on MVHP grounds.
17. Grantee will use utmost care to see that no natural, historical or cultural features are damaged. After completion of the work, Grantee will, as required by staff, clean up and restore the area to its prior condition and leave it in a condition satisfactory to the official in charge.
18. Grantee will use commercially reasonable efforts, subject to network approval, to give due credit in its final product to the Manatee Village Historical Park through the use of appropriate title or announcement. Tagline/credit should read:  
*Shot on location at Manatee Village Historical Park, Bradenton, Florida.*
19. Grantee will provide the Manatee County Historical Commission a copy of the finished product (i.e. catalogue or commercial video) for its archives solely for internal, non-commercial and non-public use.