

TOWN OF CAMDEN, MAINE FILM MAKING GUIDELINES

A. FOR FEATURE FILMS

Approval Requirements

Before approval is given to use Town streets, roads, properties or facilities for film making, the Town of Camden Board of Selectmen must consider the information provided in response to the eleven areas of information listed below, and give approval on behalf of the Town.

- 1) **SCHEDULE AND LOCATIONS:** Film makers are required to prepare and present a specific schedule for actual filming dates and locations. The location information should include not only the locations to be used, but also specific space dimensions needed for parking support vehicles containing props, costumes, makeup, actors' quarters, lighting equipment, generators, and food catering trucks.

The film making schedules provided in advance of filming will be changed by factors of weather, equipment difficulties, or illness. These schedule changes can wreak havoc with the best laid plans of Town officials and businesses to accommodate the filming, and it's those changes especially which cause crises for the Town and businesses as they attempt to adjust. When those circumstances occur, timely notification must be provided to the businesses and residences affected. Film makers must establish written procedures demonstrating how they will adjust to factors which change filming schedules.

- 2) **PARKING:** The filming schedule should indicate how many specific parking spaces will be used and for how long, including the beginning and ending times for each parking space/area. The Town of Camden will not allow, as a general rule, the use of municipal parking areas for filming or parking of film-related vehicles, except for portions of the public landing on a strictly controlled basis. The use of downtown streets for parking of Film making vehicles, or the blocking of downtown streets for filming from June 15 to the day after Labor Day will be allowed only with specific approval by the Board of Selectmen after a formal public hearing has been held.
- 3) **LIGHTING LEVELS:** The lighting levels for night time filming should be specifically determined to ensure that they are compatible with surrounding land uses.
- 4) **NOISE LEVELS:** The noise levels for nighttime filming should be specifically determined to ensure that they are compatible with surrounding land uses.
- 5) **IMPACT ON MUNICIPAL SERVICES:** The impact on local municipal services, particularly for the police department, needs to be determined and evaluated. Traffic and crowd control can require a lot more person-hours than the Town can easily supply from its own rosters, and that impact needs to be addressed.
- 6) **FILM MAKING LIAISON:** A film making liaison, such as the location manager or a producer with significant decision-making authority, needs to be identified and made available through radio and/or telephone communications to the Town seven days per week, 24 hours per day, to answer questions and to authorize changes to address unanticipated negative impacts of the Film making. The film company may be required to pay for the appointment of a town film liaison to coordinate and deal with the hour-by-hour problems that arise when a major movie is being filmed.
- 7) **NOTICE PRIOR TO FILMING:** Film makers are required to provide 48 hours written notice to nearby residences and businesses before filming begins, and the notice should be specific concerning parking and traffic impacts. Notice in the downtown area should include all businesses within a radius of 1,000' from the filming location, to the Downtown Business Group membership, to windjammer and daysailer captains, and to the Chamber of Commerce executive director.

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8) **LOCATION AGREEMENTS:** Location agreements should be required to be executed for each business which might lose income due to the filming. Records which document business losses should be agreed upon one month in advance of the filming between the film company and the business, and the film company must keep the Town informed about which businesses are being contacted.

The Town requires location agreements for the use of streets as well as for parking lots and other municipal facilities.

- 9) **LOCATION FEES:** Lease agreement fees will be negotiated under the authority of the Board of Selectmen, and the Town may consider asking for project funding in lieu of actual location agreement cash. Project funding would enable the achievement of improvements which might otherwise not have been created, and provide more of a community linkage with the film company.
- 10) **MAINE FILM OFFICE:** The Maine Film Office should be contacted to take an active role in advising Camden and the film maker of potential issues involved in a specific Film making event, to provide coordination and current information concerning location agreements, and to provide assistance to the filming company
- 11) **PUBLIC HEARING:** Before approval is given to use Town streets, roads and other facilities for Film making, the Board of Selectmen will hold a public hearing concerning the proposed filming to seek comments and questions from, and provide answers to, local residents and business owners relative to the impact of the filming activities on their properties.

B. FOR TELEVISION FILMING BY LOCAL COMPANIES DURING DAYLIGHT HOURS

Approval Requirements

Before approval is given to use Town streets, roads, properties or facilities for film making, the Town Manager must consider the information provided in response to the four areas of information listed below, and give approval on behalf of the Town.

- 1) **SCHEDULE AND LOCATIONS:** Film makers are required to prepare and present to the Town Manager a specific schedule for actual filming dates and locations. The location information should include not only the locations to be used, but also specific space dimensions needed for parking support vehicles containing props, costumes, makeup, actors' quarters, lighting equipment, generators, and food catering trucks.
- 2) **PARKING:** The filming schedule must indicate how many specific parking spaces will be used and for how long, including the beginning and ending times for each parking space/area. The Town of Camden will not allow, as a general rule, the use of municipal parking areas for filming or parking of film-related vehicles beyond posted limits, except for portions of the public landing on a strictly controlled basis.
- 3) **FILM MAKING LIAISON:** A film making liaison, such as the location manager or a producer with significant decision-making authority, needs to be identified and made available through radio and/or telephone communications to the Town to answer questions and to authorize changes to address unanticipated negative impacts of the Film making.
- 4) **NOTICE PRIOR TO FILMING:** Whenever filming will restrict normal access to a place of business or residence, film makers are required to provide 48 hours written notice to nearby residences and businesses before filming begins, and the notice must be specific concerning parking and traffic impacts.