



Devens Filming Guidelines

Introduction

Thank you for choosing to film your production in Devens. To help balance the needs of filmmakers with those of Devens businesses and residents, the Devens Enterprise Commission has developed guidelines to assist you in applying for an event permit to film in Devens.

These guidelines seek to make your filming experience in Devens a positive one. They are intended to be flexible and complement the Devens Enterprise Commission (DEC) existing event permitting system. Adherence to the guidelines will help ensure that authorized filming activities in Devens will have minimal impacts on residents, businesses, historic districts, parks, streets, sidewalks, and open spaces.

I. Filming Permit Required When Filming in Devens

A filming permit application from the DEC is required for any filming activity taking place within the Devens Regional Enterprise Zone, whether on public or private property.¹ Prior to the application process, a pre-production meeting is recommended with DEC Staff, the Location Manager, Production Manager, the Devens Public Works Department, Devens Utilities, MassDevelopment Engineering, State Police, and the Devens Public Safety Officer (Fire Chief). No permits will be issued to any production company until this meeting has taken place. A complete listing of all anticipated locations with tentative dates should be provided up front to aid in identifying any potential conflicts with Devens services, local events, festivals, or other filming activities.

Reserving dates and locations will take place on a first-come, first-served basis (determined by the date of receipt of a completed event permit application by the DEC office). All productions must maintain minimum public liability insurance policies for filming on location in Devens in the following amounts:

General Liability Insurance \$1,000,000

Automobile Liability \$1,000,000

Worker's Comp and Employer's Liability \$1,000,000

A copy of these insurance certificates shall be submitted as part of the event permit application.

An application must be submitted (see attachment) to the DEC offices a minimum of three working days before the filming activity takes place (Level One Application Process for low-impact filming events). Exceptions may be granted due to weather constraints or other emergencies.

II. Notification of Affected Businesses and Residents

The Production Company must notify all businesses and residents affected by the filming activity. Notification of affected residents, business, and/or organizations should take place following the DEC's review of the application, and no less than three business days prior to the planned activity. One application per location per day is requested.

The DEC reserves the right to deny or revoke permits where insufficient time has been allowed for proper notification, or when the notification process has been improperly applied.

¹ Except when filming in a sound stage environment.

III. Traffic Control and Street Closure

Approval must be obtained prior to any film activity that would disrupt normal traffic flow. Traffic control, if needed, must be handled by the Devens Public Safety Officer. The Devens Public Safety Officer retains the right to determine the number of officers needed.

Requests for street closures or diverting of traffic should be made well in advance to allow for planning of alternate routes and proper signage. Production companies that wish to detour traffic inside the Devens Regional Enterprise Zone limits must submit a plan in writing ten working days in advance to the Devens Public Safety Officer, subject to approval by the Devens Public Works Department, and the Devens State Police detail or its successor.

IV. Special Effects, Explosives, and Similar Devices

No film activity involving the use of explosives, pyrotechnics, fire, smoke-making machines, or other special effects of involving flammable materials, may be undertaken unless specifically approved by permit from the Devens Fire Department.

V. Removal of Vegetation

Removal or alteration of vegetation in the public right-of-way or on MassDevelopment-owned lands is prohibited unless specifically approved by permit.

VI. Residential Areas

The DEC has certain expectations regarding the presence of film companies in residential neighborhoods. Film companies should act as if they are guests whose continued presence in Devens relies solely on the goodwill of the affected residents.

A. All equipment or support vehicles not in immediate use shall be parked so as not to interfere with pedestrians or vehicular traffic, and shall utilize no more than 50% of on-street parking in blocks where necessary and customary for residents to use on-street parking. Exceptions may be made for period scenes, but only with the assent of affected residents.

B. Production vehicles must not block fire hydrants, driveways, or other access ramps unless authorized by the MassDevelopment and/or property owner. Ten feet of clearance should be left on either side of affected driveways, unless otherwise authorized.

C. Production vehicles must be parked so as to preserve safe lines-of-vision at intersections and accord with all MassDevelopment and DEC by-laws regarding on street parking. The Devens Public Safety Officer must approve all deviations and require an officer specifically to maintain safe movement of traffic.

D. Lighting for filming, both during the day and at night, should be oriented away from neighboring residences wherever possible and should not interfere with traffic.

E. Production companies blocking or holding traffic on streets scheduled for garbage pickup must move trash cans to locations accessible to sanitation vehicles and then return them to their owners or coordinate in advance with the MassDevelopment Devens DPW a time when sanitation vehicles may access the area affected.

F. Residents may neither charge production companies for the use of public rights-of-way in front of their homes nor prohibit their use without justifiable cause.

G. Production companies must return any public rights-of-way used for filming, base camp, or equipment purposes to their original condition in a timely manner, and repair damage to foliage, grass, and public property.

H. Wherever possible, base camps and dressing room trailers shall be parked away from neighboring residences. Production companies must control noise from generators, slamming doors, and engines both before 7 A.M. and after 10 P.M.

I. Any filming activity involving holding, delaying, or re-routing traffic in residential areas must be accompanied by at least one police officer.

J. The Devens Public Safety Officer reserves the right to require the presence of a police officer at any filming activity taking place at public parks, or utilizing public property and/or rights of way for base camps.

K. No parking of equipment of any kind in alleys, including generators, shall be utilized without written permission from the Devens Fire Department and the DEC, and the written consent of affected residents.

VI. Fees

There are charges associated with the use of certain Devens services or facilities. Where set fees are established, production companies are charged the same fee as other for-profit ventures for the service or facility used. Services for which a fee has not been established will be charged at the discretion of the DEC on the basis of time, equipment, and materials. All fees are subject to change.

See Devens Filming Permit Application next 2 pages

DEVENS ENTERPRISE COMMISSION

DEVENS REGIONAL ENTERPRISE ZONE

DEC NO. : _____

DATE: _____

FEE: _____

FILMING PERMIT APPLICATION

=====

Production Company _____

Name of Film _____

Contact Person _____

Production Address _____

City _____ State _____ Zip Code _____

Office Phone # _____ Mobile Phone # _____

Fax # _____ Email Address _____

Type of Filming (check all that apply)

Feature Film _____ TV Movie _____ TV Series _____ Commercial _____ Other _____

Film Location address _____

Film Date _____ Hours _____

Prep/wrap outside listed time? Yes _____ No _____ (see page 2 – Additional Information)

In case of inclement weather or other emergency, alternate date will be _____

Describe scene _____

Number in Cast _____ Number in Crew _____ Number of Extras _____

Equipment Parking _____

Base Camp _____

Crew Parking _____

FILMING PERMIT APPLICATION

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Extras Parking _____

Extras Holding _____

Catering (include any vehicle parking) _____

Other On-Street Parking _____

Street Closure Requested? If yes where (please be as specific as possible)* _____

*Police Detail Required for all Street Closures.

Intermittent Traffic Control (ITC) and/or Pedestrian Traffic Control (PTC) Requested? If yes where (please be as specific as possible)* _____

*Intermittent traffic control (ITC) may only be done in 2-3 minute intervals.

Police Officers # needed _____ Hours needed _____ am/pm to _____ am/pm

Police Cars # needed _____ Hours needed _____ am/pm to _____ am/pm

Special Equipment and Placement (generators, condors, etc) _____

Special Requests (barricades, alteration to Devens property, etc) _____

Moving to another location upon completion? Yes _____ No _____

If yes, list location _____

Additional Information (include any prep and wrap activities, times, parking) _____

