



## Manatee Village Historical Park

1404 Manatee Avenue East  
Bradenton, Florida 34208  
Manatee County Historical Commission  
& Manatee County Clerk of the Circuit Court  
Historical Resources Division

### COMMERCIAL STILL PHOTOGRAPHY AND/OR FILMING 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 a division of the Manatee County Clerk of the Circuit Court's Office and is operated by the Manatee County Historical Commission, Inc.*

Please allow seven (7) working days after the receipt of your completed application and insurance to obtain approval to film, if your shoot has no special requirements.

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

#### APPLICANT INFORMATION

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

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

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

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

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

#### FILM / PROJECT INFORMATION

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

**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, only after receipt of a completed application. A detailed description of the project, photo layouts, and/or scripts may be requested before permission to photograph/film 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        |

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

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

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

**Special Requirements: (if any)**

**Type of Project:**

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Area to be closed or barricaded | <input type="checkbox"/> Commercial video  | <input type="checkbox"/> Movie       |
| <input type="checkbox"/> Traffic control                 | <input type="checkbox"/> Documentary       | <input type="checkbox"/> Music video |
| <input type="checkbox"/> Music Amplification             | <input type="checkbox"/> TV feature        | <input type="checkbox"/> TV series   |
|  | <input type="checkbox"/> Still Photography |                                      |

Other: \_\_\_\_\_

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? \_\_\_\_\_

**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:

**Still Photography:**

\$100.00 per hour 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

\$150.00 per hour all other hours

**Motion Picture/Video Photography:**

\$150.00 per hour 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

\$200.00 per hour all other hours

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 Commissioner:     Debbie Meihls (941) 729-9177 x232     [debbie.meihls@bacvb.com](mailto:debbie.meihls@bacvb.com)

Film Liaison:             Monica Luff (941) 729-9177 x231     [monica.luff@bacvb.com](mailto:monica.luff@bacvb.com)

Fax: 941.729.1820

Manatee Village Historical Park: Phaedra Rehorn (941) 741-4075     [phaedra.rehorn@manateeclerk.com](mailto:phaedra.rehorn@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:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Manatee County Historical Commission Representative

\_\_\_\_\_ Date: \_\_\_\_\_  
Film Commissioner/ Liaison

## **Manatee Village Historical Park 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. Hours outside of these regular operating hours must be scheduled with and approved by staff no less than seven (7) working days in advance, with all applicable usage fees paid 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 assumes no responsibility for loss, theft, or damage to equipment.
6. Grantee will meet with the on-site park staff prior to the shoot, or upon arrival, for orientation to the site and for information on buildings' use and preservation.
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.
8. Grantee will not use buildings or rest rooms for dressing areas. Persons appearing in photos 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. 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 park 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 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.
14. Grantee and its employees or subjects will not smoke or use alcoholic beverages anywhere in the Park.
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 the 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 light any fires within the park.

17. Grantee will use utmost care to see that no natural, historic or cultural features are injured. 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.

*\* Does not apply to Non-Commercial Photography Use, as defined in the Manatee Village Historical Park Photography & Film Policy.*