

INSTRUCTIONS FOR SUBMITTING APPLICATION

Submit Application at least 21 business days prior to your proposed first film shoot day, Monday through Friday, excluding Capital Metro holidays. Return completed Application via email to:

Shannon Gray
Email: shannon.gray@capmetro.org

Send a copy of your Application together with a non-refundable \$300 Application Fee to the address below. Students who are currently enrolled in an accredited learning institution and who are filming for school project for class credits, pay a \$30 Permit Application Fee. Capital Metro will ask for proof of school enrollment and a letter from the school that the project is for college credit. Payment must be in the form of a certified check, money order payable to "Capital Metropolitan Transportation Authority". Mail to: Capital Metro, 2910 E. 5th Street, Austin, TX 78702, Attention: Shannon Gray.

Capital Metro will review your Application. If your Application is accepted, you will be required to agree to the terms and conditions of the "Temporary Use Agreement for Film, Video & Photography" (the "Agreement"). The Agreement includes restrictions on use of Capital Metro property and equipment, an indemnification provision, and insurance requirements. A location fee, a fee for use of Capital Metro equipment and services and a fee for Capital Metro staff time, as applicable, may be assessed. All applicable fees must be paid in full by the cashier check and insurance requirements must be met before you begin your activity on Capital Metro property.

CAPITAL METRO FEES

Below is a table of some but not all of the fees we charge. **Students pay a discounted \$30 application fee. However, they must pay the regular rate of all other fees. Students must also provide proof they are registered in an accredited learning institution and the project is for a current school project for credit.** Please note Capital Metro will not give you an estimate of the fee until after Capital Metro receives both the completed application and application fee. Only cashier checks or money orders are accepted.

Application Fee	\$300 (\$30 for qualified students)
Location Fee (e.g. Transit Station, building, etc.)	\$278 / 3 hrs.
Bus (in yard)	\$195 / 3 hrs.
Private Use of 1 Bus	\$345 / 3 hrs.
Train (in yard)	\$4,514.67 / 6 hrs.
Private use of 1 train	\$4, 514.67 / 6 hrs.
Roadway Worker in Charge	\$100 /hr. (8 hr. minimum)
Police Officer	\$90 / 3 hrs.
Safety Monitor	\$90 / 3 hrs.
Custodial Services	\$60 / 3 hrs.

EXAMPLE: A typical application is for a crew of eight people to shoot inside a transit station for three (3) hours. The applicant will bring a generator, two cameras, lights and other equipment. In this example, Capital Metro would typically assign a Police Officer and a Safety Monitor. The total cost of the shoot would be \$758. Below is the breakdown of this cost.

Application Fee	\$300
Location Fee	\$278
Safety Monitor	\$90
Police Officer	\$90
TOTAL	\$758

This fee table is subject to change.

CANCELLATION FEES

If your application is denied, we will return 100% of all fees paid, however your application fee is non-refundable. If you pull out of the project for any reason, we will retain 100% of your application fee and we will retain 50% of the fees to provide the services requested by the applicant.

The application fee covers administrative cost to evaluate the application. While we will make every effort to accommodate your request, we reserve the right to reject your application at our sole discretion.

Most fees shown are based on three (3) hour increments or any portion thereof. For example, if your photo shoot lasts five hours, Capital Metro will charge you for two three-hour increments, which is six hours. Under this example, if we require you to have a Safety Monitor, you would pay a total of \$180 for the Safety Monitor.

DENIAL OF APPLICATION

Capital Metro may deny an application in its sole and absolute discretion. Below is a list of applications that will be automatically rejected.

- Project restricts access or service to our customers
- Safety and/or security issues
- Limited staffing availability
- Script portrays Capital Metro in a negative light
- Script promotes illegal activities
- Script promotes social conflicts or sensitive subjects
- Service disruption limits our ability to handle applicant's request

REVOCACTION OF APPLICATION

An application may be revoked if:

- Applicant fails to pay fees on-time. (Full payment is due five days prior to production start date.)
- Applicant fails to provide proper insurance documentation
- Applicant misses critical deadlines and/or meetings
- Applicant changes locations, dates and times after approvals
- Applicant violates any terms or conditions of the Agreement

NOTE: Submitting an application alone without the application fee does not initiate the review process. The review process will not start until both the application and application fee have been received.



CONTACT INFORMATION

Name of Applicant _____

Company or Organization _____

Corporate Address _____

City/State/Zip _____

Austin address (production office or hotel) _____

City/State/Zip _____

Email _____ Phone _____ Fax _____

Additional Contact Information _____

IDENTIFICATION INFORMATION

Type of company or organization:

- Film/Video Production Company Major Movie Studio Television Station
- Independent Movie Studio Photography Studio Advertising Agency
- Other (non-profit, independent filmmaker, public agency, etc): _____

Producer _____ Director _____

Production Manager _____ Location Manager _____

Name Talent _____

LOCATION INFORMATION

Specify proposed Capital Metro shoot location, date and time. (Capital Metro does not allow film shoots between 5:00 am-9:00 am, and 3:30 pm-7 pm, Monday through Friday) Attach additional sheets if necessary.

Specify proposed special services or equipment requested of Capital Metro (removal or alteration of signs, use of Capital Metro buses, trains or train cars, etc.). Attach additional sheet if necessary.

Vehicles proposed to be used on Capital Metro property. Indicate size or length of each (5 tons, 10 tons, 35 ft., etc.)

- Camera Truck _____
- Production Truck _____
- Grip/Electric _____
- Generator _____
- Effects _____
- Sets/Dressing _____

- Vacuum Truck _____
- Caterer _____
- Wardrobe _____
- Motor Home _____
- Maxi Van _____
- Other _____

Specify equipment proposed to be bought on Capital Metro property (cranes, scaffolding, dolly track, etc). Attach additional sheets if necessary:

If providing security, name of security company and number of security personnel:

Number in Cast and Crew: _____

PROJECT INFORMATION

Product (film, video, still photography, etc.) _____

Title of Project _____

Estimated budget on Capital Metro property: \$ _____

Approximate size of audience that will see completed project _____

Estimated gross revenue from completed project _____

Expected broadcast/publish/release date _____

Through what venue will audience see completed project?
(Please provide call letters, names of publications, names of theaters, etc.): _____

NOTE: Attach to this application the script and detailed description or storyboard of scenes portraying Capital Metro. Submit Application at least 21 business days prior to your proposed first film shoot day, Monday through Friday, excluding Capital Metro holidays. Email your application to shannon.gray@capmetro.org. Submitting an application alone without the application fee does not initiate the review process. The review process will not start until both the application and application fee have been received.

Signature

Title

Company

Date