New Hanover County welcomes your production at county-owned property. Our goal is to provide a good customer experience and help facilitate the growth of the production industry in our community.

5 Steps to a Successful Production:

1. Read Production Guidelines document for New Hanover County
2. Discuss production needs and location scout with NHC representative
3. Submit required code of conduct, permit and insurance documents
4. Notify adjacent property owners of potential impacts
5. Produce your project

Thank you for choosing New Hanover County!
PRODUCTION PERMIT APPLICATION

Permit Requirement
You WILL need a New Hanover County permit if your television, film, commercial video or commercial photography production will use any property owned or maintained by New Hanover County Government.

You will NOT need a New Hanover County permit if:
• Your project is produced entirely on private property.
• You are news media working on behalf of your news organization.

A production permit issued by New Hanover County may not satisfy all requirements for a particular property or use. Municipal, state and federal requirements must be met and adhered to, when applicable, for a given location or use. New Hanover County can assist you in connecting with municipalities located within the county.

Advance Notice
New Hanover County requires a minimum of three business days advance notice to process applications. Complex production requests should be made with as much advance notice as possible. Approvals are based on impact to the property and the scheduling availability of the location.

Locations
Only property owned by, or in direct control of, New Hanover County Government will be permitted by the county for use. Permitting for other municipal, state, federal or private property is not within the purview of New Hanover County. New Hanover County does not have the authority to permit for the use of public roads.

Scouting of a proposed location with a New Hanover County representative is recommended and may be required depending on the nature of the use.

Although no other consent is required, production staff must notify adjacent private property owners of the intent to use county property, including hours of use and potential impacts. The production must not obstruct access to the adjacent private property.

Location Fees
New Hanover County does not charge location fees, except for the use of Airlie Gardens.

Airlie Gardens Location Fees
The New Hanover County Board of Commissioners has set fees for Airlie Gardens as follows:
• $1,750/day for video production
• $250/day for pre- or post- production
• $300/day for Commercial Photography

Airlie Gardens requires all productions to be scheduled during weekday business hours only. For productions requesting a staff member, golf carts, special hours, props or private vehicles, additional fees may be charged based on the nature of the request.

Personnel Assignments
Depending on the nature of the production, the county may charge for the direct reimbursement of personnel fees. Reimbursements vary depending on the length and nature of use and the number of personnel assigned by the county. Personnel may be assigned for monitoring, facility operation, housekeeping, inspections or public safety.
Public Safety Assignments
Depending on the nature of the production, law enforcement and/or fire personnel may be required to ensure the safety of the production and the public. It is the company’s responsibility to discuss potential safety impacts with county staff a minimum of 48 hours prior to production to determine needs and ensure coverage.

New Hanover County Sheriff’s Office (NHCSO)
Law enforcement officers are not automatically assigned and, if not requested in advance by the company, may prevent the production from taking place. Intermittent traffic control or security are examples of activities that may warrant NHCSO assignment. A separate contract with reimbursement fees will be assessed by NHCSO.

New Hanover County Fire Rescue
The County Fire Marshal oversees fire, special effects and life safety issues. Fire safety officers or advisors assigned from a local jurisdiction may be required for special effects, indoor production, projectile pyrotechnics, alterations of smoke detector or sprinkler systems, or production in fire-sensitive areas. Reimbursement fees may be assessed based on needs.

Student Projects
A production permit is required for production on any property maintained by New Hanover County, regardless of student status. As a student, insurance requirements may be satisfied by your affiliation with an educational institution. In order for the permit application to be considered for approval, you must submit an original letter, from an accredited U.S. educational institution, on that institution’s letterhead, indicating that you are currently enrolled in that institution and that the production is a student project. The educational institution must indicate that they will either retain the rights to the project, or verify that the project will not be used for commercial purposes. The school must also assume any and all liability arising from the student project. The letter must be signed and dated by an instructor or other school official.

Insurance Requirements
All productions require proof of insurance via Certificate of Insurance unless otherwise specifically agreed to by New Hanover County.

To the extent permitted by law, Owner agrees to indemnify and hold New Hanover County and authorized representative(s) harmless against any and all liability claims for damage to property occurring during the production’s use of said property and/or injury to or death of persons.

Productions shall obtain, and maintain at their own expense, with insurers licenses to do business in the State of North Carolina with an A.M. Best rating of no less than A VII, unless specific approval has been granted by the county.

Coverage Must Include:

**Commercial General Liability**
$1,000,000 each occurrence
$2,000,000 general aggregate

**Business Automobile Liability**
$1,000,000 combined single limit

**Workers Compensation**
North Carolina Statutory Requirements

**Employers Liability**
$500,000 each accident
$500,000 each employee
$500,000 policy limit

Certificate of Insurance - Certificate Holder
New Hanover County
County Attorney – Risk Management
230 Government Center Drive, Suite 125A
Wilmington, NC 28403
TO OUR CITIZENS: New Hanover County works to create an environment where on-location production is conducted with professionalism and courtesy. Part of our job is to coordinate permits in a way that minimizes the impact of production on your neighborhood. Production companies are obligated to adhere to this Code of Professional Responsibility.

If you find a production company is not complying with these provisions, please call Tim Buckland at (910) 798-7177.

TO THE INDUSTRY: You can count on New Hanover County to assist you with your on-location needs. Helping to maintain a positive working relationship with community members will help ensure continued access to a variety of locations. Please adhere to the provisions of this code as part of your permit:

1. The production company must comply with the provisions of this permit at all times. This Code of Conduct and production permit must be shown to any member of the public that asks to see them.
2. When filming in a neighborhood or business district, proper notification should be provided to each merchant or resident who is directly affected by the production (this includes parking, base camps, and meal areas). The notice should include:
   a. Name of company
   b. Name of production
   c. Company point of contact
   d. Type of production
   e. Type of activity, time & duration
3. Production vehicles arriving on location should not enter the area before the time stipulated in the permit, should park one by one, and turn off engines as soon as possible. Cast and crew should observe designated speed limits and parking areas. Production vehicles must not block driveways without the express permission of the driveway owner.
4. Do not trespass onto neighbors’ or merchants’ property. Please remain within the boundaries of the property that has been permitted.
5. Moving or towing of the public’s vehicles is prohibited without the express permission of the municipal jurisdiction or the owner.
6. Cast and crew meals should be confined to the area designated in the permit. All catering, craft service, construction, strike and personal trash must be removed from location upon completion.
7. Cast and crew shall refrain from using lewd or offensive language within earshot of the general public.
8. Crew members should not display signs, posters or pictures that do not reflect common sense and good taste.
9. All members of the production company should wear clothing that conforms to common sense and good taste, and shoes and shirts must be worn at all times.
10. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the property owner.
11. All signs erected or removed for production purposes will be removed or replaced upon completion of the use of that location.
12. Please keep all noise levels as low as possible.
13. The use of tobacco products, including e-cigarettes, is prohibited by county ordinance within 50 feet of county-owned property.
14. The cast and crew should not bring guests or pets to the location, unless expressly authorized in advance by the county.
15. All sets and props should be removed upon completion of their use.
16. The use of alcohol or illegal substances is strictly prohibited. Violation may result in the termination of your permit.

Acknowledged and received by:

Authorized production representative

Date
**Applicant Information**

**Production Title**  

**Company Name**  

**Company Address**  

**City**  

**State**  

**ZIP**  

**Point of Contact**  

**Email**  

**Telephone**  

**Production Type**
- [ ] Photography  
- [ ] Television/Feature Film  
- [ ] Documentary  
- [ ] Commercial Advertisement  
- [ ] Student Project  
- [ ] Multimedia  
- [ ] Music Video

**Location Information**

**Location Requested**

**Start Date/Time**

**End Date/Time**

**Additional Prep/Strike Days**

**Brief Description of Scene**

**NOTE:** Access to this location by the public must be maintained. At no time should doorways, halls, fire escapes or sidewalks be obstructed in such a way as to prohibit pedestrian access unless otherwise agreed upon. All capacity limits must be observed.

**STAFF USE ONLY**

**Is site location scout with county required?**

Yes  

No

**Date/time for site visit**  

_________________________
Describe all requests for property alterations (including painting, vegetation removal, and addition/removal of light fixtures). Attach diagrams/additional information as needed:

<table>
<thead>
<tr>
<th>STAFF USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved as requested</td>
</tr>
</tbody>
</table>

**Logistics Information**

- **Total number cast and crew**
- **Extras holding area requested**
  - Yes  [ ]  Number  [ ] No
  - This office will assist in locating appropriate area for extras holding.
- **Total number of vehicles**
- **Base Camp Parking**
  - On site  [ ]  Off site  [ ]
- **Number and size of tents**

**Security requested from NHC Sheriff's Office**

- Yes  [ ]  No  [ ]

**Intermittent Traffic Control Requested**

- Yes  [ ]  No  [ ]

**NOTE:** Traffic control on state-maintained public roadways located outside of city or town limits must be coordinated with NC Department of Transportation and/or New Hanover County Sheriff's Office.

**Name of Insurance Carrier**

Attach a copy of Certificate of Liability Insurance. See accompanying instructions for minimum insurance requirements.

**Special Effects**

Describe any special effects to be used including gun fire, explosions, stunts, and use of animals. **NOTE:** Some uses may require a fire permit.

<table>
<thead>
<tr>
<th>STAFF USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is a fire permit required?</td>
</tr>
</tbody>
</table>

GUIDE TO PRODUCTION ON COUNTY-OWNED PROPERTY
PRODUCTION PERMIT APPLICATION

New Hanover County, NC
230 Government Center Drive,
Suite 195
Wilmington, NC 28403
(910) 798-7177
tbuckland@NHCgov.com

GUIDE TO PRODUCTION ON COUNTY-OWNED PROPERTY

STAFF USE ONLY

Permit approved by:

Authorized agent for New Hanover County

New Hanover County Department Head approval:


Permit denied by:

County Manager or designee

Reason for denial

Copy of this permit is routed to
Risk Management
Property Management
Sheriff’s Office
Fire Services
Parks and Gardens
Cape Fear Museum