

## Film Incentive Program Checklist

Performance-based incentive (grant) guidelines:

- ~~Application 30 days before an expenditure occurs~~ Allow 30 days for application process
- ~~Must have approval by City Council prior to filming and prior to any expenditure being considered for rebate occurs~~
- Production 100% funded (proof of funding)
- Film production company a "for-profit" organization
- ~~Filming must generally begin within 60 days after permit approval~~
- Project shall be for exhibition and reasonable commercial exploitation

Not eligible if:

- Producer or principals have prior financial obligations, crew mistreatment issues or un-remedied site concerns
- Productions where producer withdrew application for eligibility determination
- Productions that pay employees less than minimum wage
- Productions of one or more segments of a newscast, live broadcast or sporting event
- Productions that employ interns without the intern receiving academic credit

Qualified local expenditures to individuals or businesses in Fremont include:

- Payments to purchase story and scenario for film,
- Payments for set construction and operations, wardrobe, accessories, and related services,
- Payments for photography, sound recording and synchronization, lighting, and related services,
- Payments for editing, post-production, music, and related services,
- Payments for renting facilities and equipment, including location fees,
- Payments for other direct costs deemed appropriate by the City,
- Leasing of vehicles and Fremont based chartered aircraft for in-state transportation, ~~up to \$100 per day,~~
- Food and lodging up to \$150 per day per individual.

Excluding:

- Tobacco and alcohol,
- A gift greater than \$25 in value,
- Artwork or jewelry, unless used in film, up to \$2,500,
- Entertainment, amusement or recreation (wrap parties),
- Fringes for non-residents, including actors/performers,
- Chartering Fremont aircraft for out-of-state transportation,
- Internet purchases unless seller is a Fremont business,
- Cell phone reimbursements when billing address is not in Fremont,
- Third party expenditures,

- Expenditures to a non-profit organization.

Film Incentive Rebate Funding:

- 1) Thirty percent (30%) of the LB840 funds received annually are targeted towards film incentives; and,
- 2) A film incentive award cannot exceed thirty percent (30%) of the moneys in LB840; and,
- 3) A film incentive award cannot exceed thirty percent (30%) of the qualified local expenditures.

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Film Incentive Rebate Program awards are on a first come, first considered basis and are subject to LB840 fund availability.

Maximum incentive of local expenditures:

<del>\$1,000 – \$5,999</del>	=	10%
<del>\$6,000 – \$10,999</del>	=	12.5%
<del>\$11,000 – \$20,999</del>	=	15%
<del>\$21,000 – \$30,999</del>	=	17.5%
<del>\$31,000+</del>	=	20%

**Estimated local expenditures:** \_\_\_\_\_ **Estimated Incentive:** \_\_\_\_\_

Additional requirements: (to be part of the Incentive Contract)

- E-verify through a federal immigration verification system,
- Agree to list "Fremont, Nebraska" and City logo in film credits,
- Agree to pay all obligations incurred in Fremont,
- Submit draft script,
- List anticipated MPAA rating of the film and synopsis.

**Reviewer:** \_\_\_\_\_ **Recommended Incentive:** \_\_\_\_\_

## City of Fremont Filming Guidelines

### Things you need to do before the permit meeting

- Obtain general liability insurance in the amount of \$1,000,000.00, naming the City of Fremont as an additionally insured party for the length of the shoot. It will read as follows:  
City of Fremont  
400 East Military Ave  
Fremont, NE 68025
- Send a copy of the liability to the City of Fremont Administration Office (FAO) via fax, 402-727-2667, or email [lottie.mitchel@fremontne.gov](mailto:lottie.mitchel@fremontne.gov)
- Obtain a film permit application from the FAO or download the permit application from our website at [www.fremontne.gov](http://www.fremontne.gov)
- Complete page 1 of the application and sign the declaration on the final page. Attach additional pages as needed.
- Call the Administration Office at 402-727-2630 to schedule the review and signing of your permit application.
- ~~Contact City Engineering Department at 402-727-2636 and Utility General Manager or Assistant General Manager at 402-727-2630 prior to review meeting.~~ Contact the City Administrator's office at 402-727-2630. They will advise whether or not construction/events are happening that may interfere with filming.
- Submit the letter(s) of notification to the FAO. Once the letter(s) are approved, the administration office will contact the necessary departments and get approval. Please see the notification guidelines section for more details. Once you are done with notifying the affected business/residents, attach the letter of notification ~~and signatures~~ to the permit.
- Attach a sketch of the filming site mapping out the placement of work trucks to the permit. If there are street/sidewalk closures or intermittent traffic control, barricades will be available for a fee from the City Street Department. The Street Department will create the necessary traffic control plans and submit a copy of the TCP (traffic control plan) to the Fremont Administration Office.
- Attach a sketch and/or traffic control plan of the exact filming location, listing which roads you wish to close and placement of any work trucks/equipment on the streets and or sidewalks. If you do not have a traffic control plan by the time of the film permit meeting, the City Street Supervisor will need to be at the meeting.

- Contact City of Fremont Police Department at 402-727-2677 to set up an account for use of City of Fremont police officers.
- Ensure the caterer and craft services contact the City Clerk's Office at 402-727-2633 to obtain the necessary food service permits before filming.
- If you are filming outside of Fremont city limits but still in Dodge County, you must call the Dodge County Clerk at 402- 727-2767. They will assist you with all necessary permitting for Dodge County.

### Things to remember when filming in Fremont

- Impact to vehicular traffic on any part of 23rd Street requires the City Administrator of the City of Fremont's signature and at least a 5 day notice to process.
- ~~Fremont Transit service cannot be detoured or delayed.~~
- Graffiti is removed daily throughout the City. Please contact the FAO for more information.
- Production vehicles must not block parking lot access/egress ramps, fire hydrants or be parked in fire lanes and must leave at least 20 ft. clearance between vehicles parked on either side of the road for emergency response vehicles to pass. Production vehicles cannot park on 23<sup>rd</sup> Street or in front of businesses unless loading or unloading.
- Base camp ~~cannot be on the streets of Fremont; only the necessary production vehicles (i.e., grip & light truck) may be at the filming location. Crew parking, honey wagon, catering, nonessential production vehicles, etc. must be at a predetermined location (i.e., nearby parking lot), and crew parking shall be at an approved, pre-determined location; preferably a nearby parking lot. If street parking is approved, film notices, with details regarding parking and street usage, shall be given to all neighborhood residents.~~
- Parking in alleyways is prohibited unless special arrangements are made through the FAO.

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### Neighborhood notification

The film company must notify affected residents, occupants and businesses, in advance of filming and as instructed by the FAO, of the duration and location of filming and base camp, including information about planned special effects, road and lane closures, no parking requests, sidewalk usage (without obstructing pedestrians) and the time that barricades will be placed on the street.

~~Be sure to list the City's Grant Coordinators phone number (402-727-2630) as well as location department individuals as contacts on your letter of notification. Provide a copy of the letter of notification to the City of Fremont Administration Office for review prior to distribution.~~

~~Provide a copy of the letter of notification to the City of Fremont Administration Office for review prior to distribution. All letters of notification must be approved by the FAO before they are distributed to neighborhoods/businesses. Notification letter and neighborhood signatures must be attached to the Film Permit.~~

~~Neighborhood and/or area business signatures are required when distributing letters of notification. Please contact FAO for signature guidelines.~~

~~A template of the required letter of notification is included in this packet. Please use the template when creating your letter of notification for distribution.~~

**If you wish to be in a neighborhood between the hours of 10 p.m. and 7 a.m. you must coordinate this with the FAO. There is a special notification process for this, as well as the need to obtain noise permit which will be explained to you by the FAO.**

#### **Letter of notification guidelines:**

The purpose of writing a letter to residents and businesses is to give advance notification of your arrival and describe the filming activities. All letters of notification must be forwarded to the City of Fremont Administration Office for review and approval before the letter is delivered by film company personnel to the neighborhood(s) where filming is proposed to occur. Letters must be received by the resident/business in advance of filming.

Please use the following checklist to ensure your letter includes all relevant details.

- ~~• Letter is on production company letterhead.~~
- Production company name, working title and type of production are listed.
- Name, title and phone numbers of the location manager, assistant location manager are provided. You must also include the City Grant Coordinator's phone number (402-727-2630).
- Duration of filming is given (dates and times)
- Date(s) and time of day that production vehicles will arrive at the location as well as wrap time and day must be included.
- Street dressing, gunfire and/or special effects must be included.
- Specifics regarding proposed alternate parking arrangements for permit parkers have been included. It is up to the production company to find alternative parking arrangements suitable to the residents.
- Specifics regarding street closures, intermittent traffic control, sidewalk closure, alternative parking requests for neighborhood/business district must

be included.

- Ultimately, we want a letter that gives the affected area information about what's going on and let them know the production company is committed to making this a positive experience for them. Please always be gracious, we want everyone to be able to film there again.

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## Consideration & Disruption

Film crews may only be in residential neighborhoods between the hours of 7 a.m. and 10 p.m., unless by special arrangement through the ~~film office~~Fremont Administration Office.

**Consideration to Residents/Occupants/Businesses:** These persons should be free from any negative environmental conditions resulting from filming including but not limited to, spillover lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection. Specifically:

**Lighting:** Lighting for filming should be oriented away from neighboring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic.

**Noise:** The production company must comply with legislation governing noise. If the affected residents/occupants/businesses ~~–~~have been advised in advance of the nature of the noise and do not object, the likelihood of a complaint will be reduced.

**Disruption to Residents/Occupants/Businesses:** It is the production company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses and City employees where filming occurs. This includes ensuring residents, owners and customer's access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties.

## Vehicles, Traffic, Parking

### Traffic:

- No interference with pedestrian or vehicular traffic is to occur without being noted on the permit and approved by the FAO.
- Production vehicles must comply with appropriate traffic regulations unless stated otherwise on the permit.
- All moving vehicles must comply with regulations governing traffic in city parks/properties unless otherwise noted on the permit.
- Except where a road is closed for filming, where a moving vehicle is involved, the applicant shall adhere to the posted speed limits and to lawful conditions.

### **Parking and/or Standing:**

Production vehicles must not block fire hydrants, be parked in fire lanes and must leave at least 20 ft. clearance between vehicles for emergency response vehicles to pass.

- Production vehicles must not block parking lot access/egress ramps.

**Traffic Stoppages:** Intermittent traffic stoppages are limited to a **maximum of 5 minutes**, and must be under the supervision of a Fremont's Overtime Police Officer.

### **Police/Fire/Ambulance**

#### **Filming Activities and Relationship to Police/Fire/Ambulance:**

- Appropriate Fire personnel/Fire Marshals are required for the detonation of pyrotechnic special effects.
- The Fremont Fire Department must be advised in advance when the use of flammable liquids/materials and special effects are being planned.
- Fremont Police Officers are required as determined by the FAO for such things as intermittent traffic stoppages and traffic control and/or when required to direct pedestrian or vehicular traffic including those instances involving city parks/properties. You must contact Fremont Police Department in advance of filming to schedule officers. **A copy of the permit is to be supplied by the production company to each of the police officers on duty.** All costs associated with these requirements are the expense of the applicant.

### **Responsibilities**

**Clean-up:** Production crews must clean the location at the end of the filming day with a minimum amount of noise and disruption and ensure the area is returned to its original condition, unless otherwise approved by the FAO or other arrangements are made with an operating Division of the City and noted on the permit, in which case the production company will be billed accordingly.

**Conduct:** It is the responsibility of the production company to ensure that their staff operates in a safe and professional manner in the course of their duties.

## **Letters of Notification**

The purpose of writing a letter to residents and businesses is to give advance notification of your arrival and describe the filming activities.

All letters of notification must be forwarded to the City of Fremont Administration Office for review and approval before the letter is delivered by film company personnel to the neighborhood(s) where filming is proposed to occur.

Letters must be delivered via public notice in the newspaper, local radio and neighborhood posting.

Please use the following checklist to ensure that your letter includes all relevant details.

- ~~Letter is on production company letterhead.~~
- Production company name, working title and type of production are listed.
- Name, title and phone numbers of the location manager, assistant location manager are provided. You must also include the City Grant Coordinator's phone number (402-727-2630).
- Duration of filming is given (dates and times)
- Date(s) and time of day that production vehicles will arrive at the location as well as wrap time and day must be included.
- Street dressing, gunfire and/or special effects must be included.
- Specifics regarding proposed alternate parking arrangements for permit parkers have been included. It is up to the production company to find alternative parking arrangements suitable to the residents.
- Specifics regarding street closures, intermittent traffic control, sidewalk closure, alternative parking requests for neighborhood/business district must be included.

Ultimately, we want a letter that gives the affected area information about what's going on and let them know the production company is committed to making this a positive experience for them. Please always be gracious, we want everyone to be able to film there again.



## Film Incentive Program

The Film Incentive Rebate Program of Fremont offers a performance-based incentive that can rebate a portion of the qualified local expenditures incurred by a production company. ~~Funds are available on a "first come, first served" basis, subject to availability.~~

All production companies seeking to participate in the Program must submit, with all supporting documents a Local Option Economic Development Plan Grant application and allow at least 30 days ~~before an expenditure occurs for the application process. All applications must be approved by City Council prior to filming and prior to any expenditures being considered for rebate occur.~~ Productions must be 100% funded and all submissions should be prepared to offer proof of funding. The filming entity (Film Production Company) cannot be a non-profit organization.

Qualifying projects must be intended for exhibition and reasonable commercial exploitation. Regional and national commercials will qualify with proof that they will be broadcasted nationally or regionally.

The following productions are not eligible:

- (a) Productions of a producer that has, or whose principals have, a verifiable history of previous production problems that create significant doubt, as determined by the City, regarding the producer's ability to complete a production in Fremont, Nebraska successfully. The production problems may include, but are not limited to:
  - (i) Unpaid financial obligations;
  - (ii) Crew mistreatment; and
  - (iii) Damage to locations the producer did not repair upon completion of the production.
- (b) Productions with respect to which the producer withdraws its application for eligibility determination.
- (c) Productions that pay any employee less than minimum wage.
- (d) Productions of one or more segments of a newscast, live broadcast or sporting event.
- (e) Productions that employs any individual as an "intern" without that individual receiving academic credit.

Based on the information provided in the production company's application, the City will make an initial determination of whether the production company will be eligible to receive a performance-based incentive. If a production is not selected for the Program, the production company will be notified in writing within 30 days.

If a production company is eligible, the City will determine the maximum rebate amount that can be reimbursed to the production company. Upon approval of the Fremont City Council, the City shall grant conditional written approval to the production company, ~~and an incentive contract will be issued.~~ Failure to obtain written approval ~~and sign an incentive contract~~ prior to beginning significant production activities may result in a forfeiture of eligibility for the performance based incentive.

Qualified local expenditure (**Taxable Sales**) means a payment made by a production company operating in Fremont to a person or business in Fremont in connection with production activities in Fremont. Qualified local expenditure shall include, but not be limited to:

- (a) Payments made in connection with developing or purchasing the story and scenario to be used for a film;
- (b) Payments made for the costs of set construction and operations, wardrobe, accessories, and related services;
- (c) Payments made for the costs of photography, sound recording and synchronization, lighting, and related services;
- (d) Payments made for the costs of editing, post-production, music, and related services;
- (e) Payments made for the cost of renting facilities and equipment, including location fees;
- (f) Payments for other direct costs incurred by the film production company that are deemed appropriate by the City;
- (g) Leasing of vehicles: not including the chartering of aircraft for out-of-state transportation, however including Fremont based chartered aircraft for in-state transportation directly attributable to the production shall be considered a direct production expenditure ~~provided that only the first one hundred dollars (\$100) of the daily expense of leasing a vehicle for passenger transportation on roadways in the state may be claimed~~; and
- (h) Food and lodging: provided that only the first one hundred fifty dollars (\$150) of lodging per individual per day is eligible to be claimed.

The following does not qualify:

- (a) Tobacco products and alcoholic beverages;
- (b) The value of a gift greater than twenty-five dollars (\$25.00);
- (c) Artwork or jewelry except when a work of art or a piece of jewelry is used as set dressing or a prop in the film production (on-camera), then it will qualify for up to \$2,500;
- (d) Entertainment, amusement or recreation (this includes wrap parties);
- (e) Fringes for non-residents, including actors/performers;
- (f) Chartering of Fremont based aircraft for out-of-state transportation;
- (g) Purchases made on the internet unless the seller is located in Fremont (proof of residency required);
- (h) Cell phone reimbursements when the billing address is outside of Fremont, Nebraska;
- (i) Expenditures incurred and paid by a third party and claimed by the qualified film production company will not qualify – only expenditures directly incurred and paid by the qualified film production company (approved and on file with the City) to the vendor of the services or property will qualify;
- (j) Expenditures made to non-profit organizations do not qualify.

#### Film Incentive Rebate Funding

- 1) Thirty percent (30%) of the LB840 funds received annually are targeted towards film incentives; and,
- 2) A film incentive award cannot exceed thirty percent (30%) of the moneys in LB840; and.

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3) A film incentive award cannot exceed thirty percent (30%) of the qualified local expenditures.

Film Incentive Rebate Program awards are on a first come, first considered basis and are subject to LB840 fund availability.

**Scoring Matrix Used for Film Production Incentives**

<del>\$1,000</del> – <del>\$5,999</del>	=	40%
<del>\$6,000</del> – <del>\$10,999</del>	=	12.5%
<del>\$11,000</del> – <del>\$20,999</del>	=	15%
<del>\$21,000</del> – <del>\$30,999</del>	=	17.5%
<del>\$31,000+</del>	=	20%

All companies entering into a contract with the City of Fremont must E-verify through a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security of other federal agency authorized to verify the work eligibility status of a newly hired employee.

**Additional requirements:** Projects that have scrolling end credits shall contain an acknowledgement the production was filmed in “Fremont, Nebraska”. A long-form narrative film production (e.g. feature) shall also include a city logo provided by the City office in the end credits. The Production shall agree to pay all obligations the film production company as incurred in Fremont, Nebraska. The Production Company will submit the most current draft of the complete script as well as the anticipated MPAA rating of the film and a synopsis.

Not every project will qualify for the grant. The City of Fremont is not required to grant projects that include “inappropriate content” or “contains material that violates city code or ordinances”.

Applications can be dropped off to:

City of Fremont  
Attn: Grant Coordinator  
400 E. Military Ave  
Fremont, NE 68025

**CITY OF FREMONT, NEBRASKA  
REQUEST FOR ASSISTANCE**

THIS REQUEST, is made on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
\_\_\_\_\_, located at \_\_\_\_\_  
\_\_\_\_\_ (hereinafter referred to as the "Applicant") to  
the City of Fremont, Nebraska (hereinafter referred to as the "City").

WITNESSETH:

WHEREAS, Applicant has requested the City to investigate the feasibility of obtaining a Local Option Economic Development Plan Grant in connection with the financing of a project to be undertaken by Applicant.

NOW, THEREFORE, in consideration of the request the following may be done:

1. City agrees to work with the Applicant to investigate the feasibility of obtaining financing through a Local Option Economic Development Plan Grant for the Project. City will investigate the financial condition of Applicant and determine whether or not a Local Option Economic Development Plan Grant Application is appropriate. City will submit the needed paperwork for a Local Option Economic Development Plan Grant for the Applicant to the appropriate committees and City Council, if:

a. Applicant and the Project are within the eligibility criteria of the Local Option Economic Development Plan.

2. If the City determines, in its sole discretion, that the Applicant is eligible for a Local Option Economic Development Plan Grant, then, and in such event, City will advise and consult with the Applicant in the preparation by the Applicant for a complete set of Grant documents together with supporting exhibits, for the purpose of making applications for a Local Option Economic Development Plan Grant (hereinafter referred to as the "Grant Package").

3. Applicant hereby acknowledges that the Applicant is charged with the actual responsibility of preparing the Grant Package, and that the City's sole responsibility in connection with the preparation of the Grant Package shall be to consult with and advise the Applicant as needed. The Applicant further acknowledges that the Applicant will be required to promptly and accurately supply required information concerning the Project. Applicant also further covenants and agrees that City shall not be liable for any of the debts or obligations incurred in and for the assistance of benefit of the Applicant. Applicant further agrees that Applicant will hold the City harmless, and pay all costs and expenses, including attorney's fees, in the event that any claim is made or lawsuit is filed by or against the City arising out of any transaction with or assistance to the Applicant which may in any way be connected with the Agreement.

IN WITNESS WHEREOF, the Applicant hereto have executed, caused to be duly executed this Request, and have affixed or caused to be duly affixed hereto there seal, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Applicant

BY: \_\_\_\_\_



**Local Option Economic Development Plan Grant Application  
(Application is an Official Public Document)**

A. Business Information:

Name of Business: \_\_\_\_\_

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

\_\_\_\_\_

City State Zip

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Company website: \_\_\_\_\_

Phone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

Project Title: \_\_\_\_\_ Total Budget: \_\_\_\_\_

Business Classification (Mark One):

<input type="checkbox"/> Film/Theatrical	<input type="checkbox"/> Film/Documentary
<input type="checkbox"/> Television/Series	<input type="checkbox"/> Television/Reality
<input type="checkbox"/> Video/New Media	<input type="checkbox"/> Student Films
<input type="checkbox"/> Commercials	<input type="checkbox"/> Misc./Other

Federal ID#: \_\_\_\_\_ (Attach W-9 form) State  
of Incorporation or Formation \_\_\_\_\_

Business Type (Mark One):  Proprietorship  Corporation  Partnership  L.L.C

Does the Company have a Parent or Subsidiaries?  Yes  No

If Yes, Identify Name: \_\_\_\_\_

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

\_\_\_\_\_

City State Zip

B. Personal Information:

Director: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Line Producer: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Accountant: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Legal Representation: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

C. Budget Information: (Fremont Spend of City Taxable Sales Only)

Categories:	Projected Spend
Location Site Fees	\$ _____
Production Facilities	\$ _____
Construction Facilities/Expenditures	\$ _____
Equipment Rental	\$ _____
Purchases/Rentals	\$ _____
Housing/Living Expenses	\$ _____
Other	\$ _____

D. Schedule Breakdown: (Fremont Schedule Only)

Estimated Start: \_\_\_\_\_

Prep/Wrap Period (Days/Weeks): \_\_\_\_\_

Shoot Period (Days/Weeks): \_\_\_\_\_

Project Location:

- \_\_\_\_\_ Within the City Limits of Fremont
- \_\_\_\_\_ Outside of City Limits, but within the Zoning Jurisdiction of Fremont
- \_\_\_\_\_ Unincorporated Area (Dodge County)

E. Estimated Production Workforce

\_\_\_\_\_ Total Number of workforce (estimated number of people on the ground in Fremont)

\_\_\_\_\_ Total Number of Fremont resident workforce

\_\_\_\_\_ % of Fremont residents included in entire production force

***Complete the attached Financial Statement Form. All Financial Statement information will be kept confidential.***

**I certify that the above information constitutes a total and complete listing of all information for the above company. Pages 1 and 2 of this application are public information and are subject to public disclosure during the application process.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Return application to:  
City of Fremont  
Attn: Grant Coordinator  
400 E. Military  
Fremont, NE 68025**

**REQUEST FOR PROTECTED RECORD STATUS  
(Business Confidentiality Claim)**

Name and Address of business and representative making this confidentiality claim (please print or type):

\_\_\_\_\_

I request the attached/enclosed information (record) provided to the City of Fremont, or any of its agencies (divisions or programs), be considered confidential and given protected status.

Description (optional) of the information (record) which is to be covered by this confidentiality claim and which you believe qualifies for protected status \_\_\_\_\_

\_\_\_\_\_

The following reasons support this claim of business confidentiality. Please check all of the following which apply:

- 1. The record provided is a trade secret.
- 2. The record is commercial or non-individual financial information and disclosure of the information could reasonably be expected to result in unfair competitive injury to the provider of the information.
- 3. The record is commercial or non-individual information and disclosure of the information could reasonably be expected to impair the ability of the City of Fremont, or its agencies, to obtain necessary information in the future.
- 4. The record is commercial or non-individual financial information and the interest of the provider in prohibiting access to the information is greater than the interest of the public in obtaining access.
- 5. The information would reveal negotiations regarding assistance or incentives offered by or requested from the City of Fremont for the purpose of encouraging a person to expand or locate a business in Fremont, but only if disclosure would result in actual economic harm to the person or place the City of Fremont at a competitive disadvantage. **NOTICE:** Records evidencing a final contract may not be classified protected under this section.

Statement (a concise written statement supporting a business confidentiality claim is required, use reverse side of this sheet or attach additional sheets if necessary).

**NOTE:** Claimant shall be notified if a record claimed to be protected is classified public or if the determination is made that the record should be disclosed because the interest favoring access outweighs the interest favoring restriction of access. Records claimed to be protected under this business confidentiality claim will be reviewed by the City Attorney for the City of Fremont for final determination. The City attorney will notify applicant if any documents would be deemed public records.

By \_\_\_\_\_ Date \_\_\_\_\_



**FINANCIAL STATEMENT FORM  
(Confidential Document Information)**

The following shall be submitted with separate Financial Package. Financial Package to include detailed preliminary budget for entire production; detailed preliminary budget for Fremont portion of production; copy of insurance policy for production including agent and location, insurance company(s) and location and policy amounts; if project is a "work for hire", a copy of the agreement showing that the applying company is authorized to receive the incentive; distribution plan; and assurances currently in place that ensure financing to complete the production is available, such as completion bond (if available. Written explanation for no Completion Bond if necessary), financial guarantees, etc.

F. Banking Information:

Financial Institution: \_\_\_\_\_

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

Account No: (Checking) \_\_\_\_\_ (Savings) \_\_\_\_\_

Bank Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

G. PAYROLL SERVICE:

Payroll Company: \_\_\_\_\_

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

City State Zip

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

H. INSURANCE:

Insurance Company: \_\_\_\_\_

Location: \_\_\_\_\_

Agent: \_\_\_\_\_ Phone No.: \_\_\_\_\_

I. COMPLETION BOND:

Bond Company: \_\_\_\_\_

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

City State Zip

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

J. PROFESSIONAL INDUSTRY REFERENCES:

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

## Film Incentive Payout Procedure

Regardless of whether the production is otherwise a qualifying film or television production or whether the City of Fremont has determined the production eligible, rebates from the City of Fremont will only be paid pursuant to and upon the terms and conditions of a contract entered into between the City of Fremont and producer. If no contract is entered into, no rebates will be paid.

In order to receive the Film Production Incentive money at the end of production in Fremont the following items must be verified by the City.

The financial information and all backup documentation provided in the Film Incentive Application including:

- (1) Total Fremont Expenditures (detailed ledger)
- (2) Total Fremont Payroll Amount and proof of Nebraska income tax withholding (excluding/obscuring individual social security numbers)
- (3) Total Fremont Vendor Spend (paid to Fremont vendors)
- (4) Total Fremont Pre-Production Spend
- (5) Total Fremont Production Spend
- (6) Total Fremont Post-Production Spend
- (7) Total Final Budget (entire production, including non-qualified local expenditures)
- (8) Written certification by the production company the amount of the production company's actual qualified local expenditures equals or exceeds the minimum amount required to be eligible for the performance-based incentive, and that amount of actual local expenditures submitted is true and accurate.
- (9) Authorization for the City of Fremont to deduct from the rebate the costs reasonably incurred by the City in verifying the production expenditures in Fremont, Nebraska, including but not limited to, the costs incurred by the City of Fremont in obtaining an outside accounting review, audit, or both, of the financial and other records evidencing the expenditures. The City of Fremont will usually submit the expenditure documentation to an outside accounting firm for a review after the City of Fremont has completed its review. Based on the advice of the outside accounting firm, the City of Fremont may require an audit of the production's financial records.
- (10) Crew call sheets
- (11) List of all locations used in Fremont (include addresses and contact information for locations)
- (12) Final crew list
- (13) Final vendor list - include addresses and contact information
- (14) The production company must provide the City of Fremont proof of completion of the production in the form of a rough cut either of the film/television/media production, or submission of a selection of dailies, either of which will demonstrate original script synopsis. Other proof of completion is subject to approval by the City of Fremont.
- (15) Promotional materials (such as photos, trailers, and electronic press kits) to the City of Fremont. The City may use such materials strictly for its own archival, governmental relations and marketing purposes. The City shall not grant usage to any other entity or charge for any such usage and shall request additional permission prior to any use other than those listed.
- (16) At least one poster for promotion of the project (feature film only, due upon completion)
- (17) Production Company must provide a list of interns and the academic institutions, including contact information, from which such interns are receiving academic credit.

If, after review of the financial information and the backup documentation the City determines that all requirements have been met, the City will issue an incentive payment to the production company.

*The City of Fremont may require the company to pay an administrative fee of no more than .5% of the estimated amount of the incentive or \$500, whichever is greater.*



Date of Application:
Permit #

CITY OF FREMONT  
 FILM PERMIT APPLICATION  
 402-727-2630 (O)  
 402-727-2667 (F)  
 lottie.mitchell@fremontne.gov

New Application       Revised Request

Project Title:	
Production Company:	
Office Address:	
Office Number:	Office Fax Number:
Location Manager:	Cell Number:
Assistant Location Manager:	Cell Number:

Film Location Address:	<input type="checkbox"/> Interior <input type="checkbox"/> Exterior	Prep: (Date & Time) Wrap: (Date & Time)
		Begin Filming (Date & Time) End Filming (Date & Time)

**(Filming Dates/Times must reflect the moment production will arrive at the filming location (i.e. setup) and the time the last production vehicle leaves.)**

Location of Base Camp (cannot be on streets)	Move in (Day, date, & time)	Move in (Day, date, & time)
Provide a Brief Description of the Scene Below		

Cater: _____	Phone number: _____
Craft Services: _____	Phone number: _____
<b>** You must ensure that both entities have the necessary permits **</b>	

Intermittent Traffic Control?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(ITC cannot exceed 5 minutes)
On _____	From _____	To _____ EB / WB / NB / SB
Street Name _____	Street Name _____	Street Name _____
On _____	From _____	To _____ EB / WB / NB / SB
Street Name _____	Street Name _____	Street Name _____

Street Closure	<input type="checkbox"/> Yes <input type="checkbox"/> No
On _____	From _____ To _____ EB / WB / NB / SB
Street Name _____	Street Name _____ Street Name _____
On _____	From _____ To _____ EB / WB / NB / SB
Street Name _____	Street Name _____ Street Name _____

SPFX?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:

Number of Cast & Crew at location: \_\_\_\_\_      Number of Fremont Police Dept. Officers: \_\_\_\_\_

Department Signatures

Permit # \_\_\_\_\_

All required signatures must be attained to become a permit

ENGINEERING/PLANNING DEPARTMENT

402-727-2636

Municipal Building 3rd Floor 400 E. Military Ave. Fremont, NE 68025	_____	Construction Coordinator	_____	Date
Barricade Permit	N/A	<input type="checkbox"/> Approved Required	<input type="checkbox"/> Denied	Permit Fee \$ <input type="text"/>
Comments				

PARKS DEPARTMENT

402-727-2630

Fremont Parks Department 400 E Military Ave Fremont, NE 68025	_____	Park Supervisor	_____	Date
		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Comments				

FILM OFFICE

402-727-2630

Fremont Municipal Building 400 E Military Ave., Second Floor Fremont, NE 68025	_____	Film Liaison	_____	Date
		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Comments				

SOLID WASTE

	_____	Solid Waste Representative	_____	Date
		<input type="checkbox"/>	<input type="checkbox"/> Date Approved	
			Denied	

Department Signatures

Permit # \_\_\_\_\_

All required signatures must be attained to become a permit

FIRE MARSHAL

402-395-2164

State Fire Marshal - District B 438 W Market Albion, NE 68620	_____ Fire Marshal's Office		_____ Date	
	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
Emergency Access Lane	<input type="checkbox"/> N/A	<input type="checkbox"/> Required		
Fire Hydrant Access	<input type="checkbox"/> N/A	<input type="checkbox"/> Required		
Special Cooking Arrangements	<input type="checkbox"/> N/A	<input type="checkbox"/> Required		
Fire Extinguishers Needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Standby Emergency Team Needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rescue	<input type="checkbox"/> Pumper
Special Considerations	<input type="checkbox"/> Elderly	<input type="checkbox"/> Handicap		
Comments				

FREMONT POLICE DEPARTMENT

402-721-2685

Fremont Police Department 725 N. Park Ave. Fremont, NE 68025	_____ Police Chief		_____ Date	
	<input type="checkbox"/> Approve	<input type="checkbox"/> Denied		
Comments				

FREMONT FIRE DEPARTMENT

402-721-2688

Fremont Fire Department 415 E 16th St. Fremont, NE 68025	_____ Fire Chief		_____ Date	
	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
Comments				



