



**FILM PERMIT HANDBOOK
COUNTY OF MAUI
OFFICE OF ECONOMIC DEVELOPMENT
MAUI COUNTY FILM OFFICE**

One Main Plaza

2200 Main Street Suite 305
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PERMIT INFORMATION

The Maui County Film Office provides assistance with permitting for federal, state and county jurisdictions within the County of Maui. All production activity that takes place on Maui County rights-of-way requires a film permit. Below is information for County, State and Federal permitting:

County Permits: Cover general access to county roads and public areas, including parks and county facilities. Although there are exceptions, most beach parks (the grassy areas fronting sandy beaches) are on county property. Contact the Maui Film Office (see below) for further details.

County Parks Permits: Cover any production activities taking place in a county park or recreation area. A fee of \$100 to \$300 per day applies, depending on the activity taking place.

Historic Districts: Any filming activity in certain parts of Lahaina, Iao Valley, Wailuku or any other designated historic district must be cleared through the Maui Film Office.

State Permits: Cover all sandy beaches, airports, harbors and certain beach parks and any filming of marine activities. Certain roads within Maui County, such as Hana Highway, are also under state jurisdiction. Contact the State of Hawaii Film Office (see below) for further details.

Federal Permits: Cover any production activity within Haleakala National Park and the Kipahulu area.

TRAFFIC ASSISTANCE AND STREET CLOSURES

Each request is reviewed on a case-by-case basis. It is highly recommended you work through the Maui Police Department to assist with coordination of projects of this nature. Depending on the activity, you are usually required to post adequate signs and safety aids several days in advance and hire special duty police officers to facilitate traffic flow. You may be required by permit to obtain a special duty police officer or may want a police presence during filming.



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TYPES OF COUNTY PARKS PERMITS

"Type I Activity" means an activity organized and conducted by the County of Maui. No Fee.

"Type II Activity" means an activity open to the public and co-sponsored by the County of Maui. No Fee

"Type III Activity" means any activity organized and sponsored by any person or nonprofit entity which does not charge an admission to attend the activity. \$50 refundable Custodial Fee.

"Type IV Activity" means an activity organized and sponsored by any nonprofit entity which charges admission to attend the activity. \$50 per park, \$100 refundable Custodial Fee per park area.

"Type V Activity" means activity organized and sponsored by any person or entity for the purpose of carrying on a profit making enterprise. \$300 Fee OR 10% of the gross (whichever is higher) + \$250 refundable Custodial Fee per area.

INSURANCE CERTIFICATE

The Production Company shall obtain and keep continuously in force for the duration of the Agreement, and any extension thereof, a liability insurance policy or policies providing for coverage of all activities conducted at the Location in amounts of not less than ONE MILLION DOLLARS (\$1,000,000) for bodily injury and ONE HUNDRED THOUSAND DOLLARS (\$100,000) for property damage. Such Insurance policy shall include the County of Maui as a named insured.

- A. In the "Description of Operations/Locations/Vehicles/Special Items" section: "Maui Visitors Bureau, Maui County Film Office & The County of Maui including all of its departments and attached agencies, their officers, employees and agents are named as Additional Insured with respect to the Named Insured filming activities for the project entitled:
- B. In the "Certificate Holder" section:
"County of Maui & The Maui Visitors Bureau"
c/o Maui Film Office
Office of Economic Development
One Main Plaza
2200 Main Street Suite 305
Wailuku, HI 96793

Please send the original Certificate of Insurance for our files.



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GENERAL CONDITIONS

1. The permit is valid only for County agency-administered areas. For State and Federal areas, a permit from the appropriate government agency is required. Private areas require permission from the land owner or his/her agent.
2. The applicant shall indemnify and hold harmless the County, its officers and employees and agents from claims, costs and liabilities for injury to or death of any person or for damage to any property arising out of, or in any way connected with the use of State areas by the applicant, his/its agents and/or employees.
3. The permit shall be valid only for the locations, dates, and times indicated thereon. Any changes or extensions to the location, dates and times must have **prior** approval from the Maui Film Office of the Office of Economic Development and/or the County Parks and Recreation Department which administers the area.
4. The applicant shall, at all times, while filming activities are taking place, have a contact person on site available to County personnel to ensure compliance with all conditions of this permit.
5. Access to the area will be provided over any adjacent/abutting private property for County personnel before, during and after filming.
6. Public passage over those public areas being used by the applicant shall be allowed at all times.
7. The applicant, its Hawaii representative or agent shall be jointly and severally liable for any damages, penalties, or fines incurred from the production. The applicant, its Hawaii representative or agent shall also be responsible for clean-up and restoration of areas used.
8. The applicant shall comply with all applicable statutes, ordinances, rules and regulations of the Federal, State and County governments, including but not limited to those relating to noise, air and water pollution, and public health safety.
9. The applicant, while on location, shall adhere to County traffic and parking regulations in order to minimize inconveniencing the surrounding community and the public-at-large.
10. The applicant shall be responsible for all appropriate security measures for both the public and the filming company and cast while on location.
11. Weekend and holiday filming which impacts the general public (particularly at popular sites) is highly discouraged.



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CODE OF CONDUCT

The State of Hawaii and the County of Maui County Film Office appreciates your cooperation in upholding the Code of Conduct while filming in the State of Hawaii. Please call this office, or the appropriate county office, if you have any questions.

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camp, and meal areas). The filming notice should include:
 - a. Name of company
 - b. Name of production
 - c. Kind of production (eg. feature film, television series, commercial, etc.)
 - d. type of activity and duration (times, dates, number of days, including prep and strike)
 - e. Company contact (first assistant director, unit production manager, location manager)
2. This Code of Conduct should be attached to the filming notification which is distributed to the neighborhood.
3. Productions vehicles arriving on location in or near a residential neighborhood should enter the areas at a time no earlier than that stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
4. Production passes identifying the crew are recommended. If issued, every member of the crew shall wear it while at the location.
5. The removal, moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of the vehicle.
6. Do not park production vehicles in, or block driveways without the express permission of the municipal jurisdiction or driveway owner.
7. Cast and crew meals shall be confined to the areas designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals. All trash must be disposed of properly upon completion of the project.