

Office of Film and Entertainment

FILM AND ENTERTAINMENT

- Serves as the central focal point for developing the film and entertainment industry in Miami-Dade County to promote industry expansion and economic prosperity
- Serve as the government liaison for full service commissioning on location and logistics assistance

OFFICE OF THE DIRECTOR

- Develops countywide cultural policies and plans in coordination with the Cultural Affairs Council, including setting cultural need priorities and effective growth strategies
- Formulates and manages all departmental programmatic initiatives
- Directs and coordinates all departmental internal operations (e.g., liaison with all other departments and agencies) and external functions (e.g., planning, advocacy, strategic partnerships, cultural development, new resource initiatives, etc.)

CULTURAL DEVELOPMENT

- Provides direct support to local artists through fellowships and professional development grants, workshops, and exhibition opportunities
- Supports non-profit cultural groups and their organizational development through competitive grant programs; supports project specific programs and individual artists through seven competitive grant programs
- Advances professional skills of cultural organizations through technical assistance involving individual consultations, trilingual grants services, writing skills, specialized workshops and conferences, collaboration with outside private and public organizations, and professional development seminars

CULTURAL FACILITIES IMPROVEMENT AND MANAGEMENT

- Develops and manages construction and operational plans for the new South Miami-Dade Cultural Arts Center in Cutler Bay
- Coordinates capital improvements and operational upgrades to existing facilities to ensure their optimal function as neighborhood cultural centers
- Provides direct support through competitive grants to cultural facilities for capital improvements (e.g., renovations, purchases, and equipment) and to cultural organizations for property acquisition and non-traditional audience development / programming initiatives, and assesses and develops plans for operational and programming needs of neighborhood facilities
- Oversees County's investment and assists cultural organizations utilizing Building Better Communities Bond revenues for capital projects

EDUCATION AND OUTREACH SERVICES

- Designs and implements curriculum-based arts in education and after-school arts programs and creates arts education partnerships with community and statewide organizations
- Manages all cultural information services (e.g., publications, www.miamidadearts.org, joint advertising, and research) and provides direct support through competitive grants to tourism-enhancing projects
- Develops and sustains arts partnerships among cultural groups and non-arts organizations for research, resource development, and programming; increases accessibility of arts activities for audiences of all means, generations and backgrounds; and stimulates new initiatives that use the arts to accomplish social change

ART IN PUBLIC PLACES

- Provides direct support to the Art in Public Places Trust, as well as inventory, monitoring and, routine maintenance of the art collection
- Commissions artists to create works of art for County buildings and facilities including the communication between architects and construction personnel to maintain fiscal responsibility on projects
- Develop and maintains partnerships with schools and universities on art education and professional development opportunities on public art commissioning projects

Department of Cultural Affairs

A.O.I.O. No.: 4-34
Ordered: 7/23/2002
Effective: 8/2/2002

MIAMI-DADE COUNTY
ADMINISTRATIVE IMPLEMENTING ORDER

PERMITTING OF FILM AND VIDEO TAPE PRODUCTIONS

AUTHORITY:

Section 2-11.14 of the ~~Metropolitan~~ Miami-Dade County Code.

SUPERSEDES:

This ~~administrative Implementing Order~~ supersedes previous ~~Administrative Implementing Order 4-34, ordered March 1, 1977~~ July 23, 2002, and effective March 1, 1977 August 2, 2002.

POLICY:

The responsibility for issuing permits and establishing and collecting fees for use of County property, equipment and personnel by film or videotape producers, formerly administered by the ~~office of the County Manager~~ Office of the Mayor, is hereby centralized in the ~~office of the Mayor~~ Department of Film and Entertainment to provide applicants a one point contact and expedite permit procedure requirements.

PROCEDURE:

Application for Permission to Film:

Any person, firm, corporation or association desiring to take still or moving pictures that involve use of special settings, structures or apparatus, or the performance of a cast of persons on property owned by or under the control of Miami-Dade County, Florida or any of its agencies, or within municipalities participating in Miami-Dade County's One Stop Film Permitting process, shall apply to the ~~Office of the Mayor~~ Department of Film and Entertainment for permission by ~~permission~~ submitting an Application for Permission to Film.

INSURANCE:

All applications must be accompanied by a certificate of insurance naming Miami-Dade County, and/or any participating municipality where filming will take place, as a co-insured party. Minimum coverage for general liability including auto liability shall be \$1,000,000 with additional coverage required in unusual circumstances.

The applicant shall agree to assume all risks and be solely responsible for damages or injury to property or persons and hold harmless the County, its officers and employees, from any and all claims, suits, losses, damages, or injury.

BOND:

The County may require the Permittee to provide a bond, cash or surety, to insure performance of any agreements or conditions of a Permit. The amount of said bond will be determined by the County Manager or his designee.

FEES:

A non-refundable \$100 Film Permit application processing fee will be charged at the time of application for a Film Permit, which will be valid for a period of 28 days beginning on the first day of filming as set forth in the permit application. Productions that exceed the stated 28 day period will require renewal(s) of the Permit at \$100 per additional 28 day period. Students and faculty filming exclusively for educational purposes are exempt from the application fee. Additional Fees will be charged to defray any special costs, exclusive of administrative costs, in providing personnel, equipment, or property for use by film or videotape producers. Fees will be assessed based on detailed information provided by the applicant regarding anticipated use of personnel, equipment, or property. Such fees will be collected at the time the permit is issued. If modification of anticipated permitted activities is necessary, modification of the Permit and the fees will be required.

COMPLIANCE WITH PERMITTED ACTIVITIES:

Department directors or their designated representatives may be present at the site of any film or videotape production using County personnel, equipment, or property. Such representatives may order production to cease, upon determination that such activities: unduly impede government business or public access; conflict with previously scheduled activities; imperil public safety; violate provisions of the permit. The County Manager shall determine whether or not such activities shall be permitted to resume.

The ~~Administrative~~ Implementing Order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

~~Steve Shiver~~
County Manager