PASADENA STUDENT FILM INFO SHEET [06/02/09]

We appreciate your interest in filming in Pasadena. We're happy to guide you through our permit process and wish you great success in your career in filmmaking! This info sheet is only a synopsis of our permit requirements. The Pasadena Film Permit Application and General Rules and Regulations are online at www.FilmPasadena.com. It is your responsibility to read and abide by these regulations.

Lead Time

We require at least **3 weeks** to process your permit. It may take you considerably more time to satisfy all of the permit requirements. The more advance notice you can provide us, the more we'll be able to assist you in successfully completing your project, and the less hectic a process it will be for you!

NOTE: Student permits may be expedited in less time if you would like to pay the regular permit fees (see page 3 of permit application). Expedited permits will be processed within the standard permit times (see film permit processing times on the main page of our website).

Your First Calls...

- 1. Before you commit to a location, call the Pasadena Film Office at 626-744-3964. Check to see if there are any Special Conditions related to the locations you're considering for your project.
- 2. Filming in City parks requires a minimum of three weeks' lead time. Begin by calling the Pasadena Film Office to check park availability. Parks requires a Reservation Request application and fees, separate from, and in addition to the Film Permit Application and a walk-through with the Park maintenance supervisor.
- 3. Call Paulette Brown 626-744-4717 and Alexis Shaidnagle 626-744-4195 to see if there are any City Construction or other Public Works projects that might conflict with your filming activities.

Fees

The City will waive basic film permit fees for qualifying Student Films; however, if your production requires Police, Fire Safety Personnel, Street Closures, etc., the student (not the school) will be responsible for those fees. Personnel requirements are determined on a case by case basis depending on the specifics of your shoot. A reduced student rate will be applied to student filming in parks or with City streets, sidewalks, or other City property as their permanent location.

To qualify for the basic film permit fee waiver, the Film Office must receive a letter of introduction from your school, indicating that you're a student in good standing working on a Student Film. The student's name on the introduction letter must match the "Production Company" name on the permit application. (See The Film Permit Application below.)

Insurance

If the student is covered by the school's insurance policy, this must be indicated in the letter of introduction. If the project is not covered by the school's insurance, the student must provide his or her own insurance. (See the Film Permit Application for detailed insurance information.)

Students are not required to have Workers Comp; however, to waive Workers Comp., the student must sign and fax the Insurance Waiver in the Film Permit Application to the Pasadena Film Office.

The Film Permit Application

Print out the cover page of the Application, fill it out to the best of your ability, and fax to the Pasadena Film Office at 626-744-4785. This is the most important step and should be faxed to the Film Office as soon as possible, to determine what else will be required.

Confirmation

Call the Film Office to be sure they received your application and that you understand what else is required for your project. You won't have everything ready to fax at the beginning. Fax over what you have, as you get it.

Include a cover sheet indicating the Production Company ("*USC/John Doe*") and a good telephone number and email address to reach you. Be sure to return calls from the Film Office promptly.

Pasadena Film Permit Application: Cover Page

- 1. Under "Production Company," write the name of the school and the name of the Student Director. Example: Production Company: *USC/John Doe*
- 2. Under "Production Company Address & Phone," put the Student Director's home address and home phone number, cell, and/or fax number NOT the School address or phone numbers.
- 3. Under "Location Manager," write the name and cell phone number of the best person to contact for issues regarding the Filming Permit.
- 4. If you haven't already done so, call Alexis Shaidnagle and Paulette Brown regarding construction conflicts. See Your First Calls, above.
- 5. Fill in the address of the location(s), and the dates and times you'd like to film, construction (prep), and strike (restoration). Times are from first in to last out (tail lights).
- 6. Under Filming Action, check all boxes that apply.
- 7. Describe your filming activities. Example: "Int/Ext. dialogue. Two men arguing, then physically fighting; camera on sidewalk, picture car pulls out of driveway with flow of traffic. Pedestrian control on sidewalk." Indicate any special effects.
- 8. Provide the number and type of vehicles that will be parked <u>on City streets only</u>. Indicate the locations of base camps and/or crew parking lots. Off-street must be provided for personal cast and crew vehicles.

Permission to Use Property

This must be signed by the property owner or tenant (film host) of the filming location(s), including the correct dates and times of filming. A copy of the location agreement or contract is not acceptable. The Neighborhood Coordination Fee is waived for student projects.

Notification Letter / Permission – Adjacent Area

Read the notification requirements carefully. You are required to include specific language in your letter – see application. Make sure to add the Pasadena Film Office with our phone number in addition in case people have questions or concerns. Notification and signature requirements vary depending on location, times, and filming activity. Fax your notification letter(s) and permission (signature) forms to the Film Office for approval prior to distribution.

Parking/Signature Map (See example in Filming Permit Application online)

Submit a map of the street indicating your filming location and address. Put "x"s where trucks or picture vehicles would be parked. Indicate any areas you'd like to post "No Parking" signs (for vehicles or for picture), and if any vehicles will be left on the street overnight. The Film Office will tell you which properties you'll need to notify and from whom you'll need to solicit signatures.

Posting "No Parking" Signs

You must post No Parking signs provided by the City at least 24 hours in advance of your call time. You may only post in front of properties from which you've obtained written permission. Pick signs up at the reception desk in the Permit Center. Sign your name, project, permit number & number of signs, and the fee (\$1.10 each) will be added to your permit. Write the permit number, dates and times on the signs, and post the signs in the areas approved on your permit. Do not use tape, staples, nails or wire and do attach signs to trees. Use only plastic coated wire or twine to post the signs, and cones or delineators, if necessary. Remove the signs immediately at wrap.

Changes

Should you have any additions or changes to your permit once your application has been faxed to the Film Office, please indicate the new information on a Film Permit Rider and fax it to the Film Office. This also applies to cancellations.

IMPORTANT: If Police, Fire, or Public Works personnel have been assigned to your shoot (which occurs before you pick up your permit) you must cancel by 11:00am of the business day prior to the shoot to avoid paying costly minimums. Public Works inspections must be canceled two business days (48 hours) prior to the film date to avoid inspection fees.

Pasadena Film Office 100 N. Garfield Ave. Pasadena CA 91109 626-744-3964 Fax: 626-744-4785