

City of Pasadena Film Permit Application filmoffice@cityofpasadena.net filmpasadena.com

Film Permit # : _	 _
Date of Issue:	

Please print legibly & with black ink.

FILM OFFICE, 100 N GARFIELD AVENUE, PASADENA, CA 91109 / CALL 626-744-3964, FAX 626-396-7567

The Film Office is closed every alternate Friday along with other City of Pasadena offices.

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FILMING ACTION: Write all location numbers that apply. For example: 1,2,5 INT Dialogue means interior dialogue at Locations 1, 2 & 5. INT Dialogue Lane Closure Police Car/Motor Crane / Camera Crane Tents or Pop EXT Dialogue Street Closure Process Trailer Smoke/Open Flame/Fogger Ritter Fans Dolly/Sidewalk Driving w/ FLow Condor Nudity or Partial Nudity Catering w/ E Equip/Sidewalk Drive Up/Away/By Scissor Lift Music Playback Animals Dolly/Curb Lane Tow Shots Wet Down Backyard Filming Relocate Bus Camera/Curb Lane ITC IPC Rain / Snow Effects BeeBee or Musco Light Sidewalk Closure ITC Hours: Gunfire / Weapons Overnight Parking						
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PECIAL EFFECTS: Describe any special effects including type of smoke, source of open flame, type of gunfire, etc.	ARKING: Number of vehicles/e	quipment you plan to park	ON CITY STREETS ONLY	<u>/</u> . Trucks	Cranes	Car carrier
PECIAL EFFECTS: Describe any special effects including type of smoke, source of open flame, type of gunfire, etc. PARKING: Number of vehicles/equipment you plan to park ON CITY STREETS ONLY. Trucks Cranes Car carrier Picture Cars Vans Crew Cars Genie Trailers/motorhomes Bebee Light		Crew Cars	Genie	Trailers/motorho	omes	Bebee Light

Film	Permit	Applicatio	n – p.	2
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THIS PERMIT REQUIRES TAILLIGHTS (Last truck leaves) by _____AM/PM. Please plan your wrap accordingly. If necessary, Officer or Filming Monitor will enforce a camera wrap ½ before permit expires.

POSTING: Company is responsible for posting and removing **No Parking signs**. Indicate all posting of city streets on your Parking Plan. Posting must be **up 24 hrs prior** to call time and removed immediately after shoot. No parking signs may be purchased at the Film Office at 100 N Garfield Ave, Pasadena, CA 91109. **Please call 626-744-6440** after the signs are posted. **ADA COMPLIANCE**: The City of Pasadena requests the use of ADA compliant cable coverings such as WASP, Line Backer and Cross Guard.

CANCELLATION POLICY: Permit riders that cancel filming, change hours or change dates which affect personnel staffing must be filed with the City by 11:00 a.m. the prior business day or personnel minimums will be due and payable. There is a \$113.00 charge for riders.

I have read and agree to the terms and conditions of this permit application. By filing and signing this Permit Application, the Production Company represents it has reviewed and will adhere to all Pasadena guidelines, the Pasadena Filming Ordinance including all standard and special conditions attached hereto.

X Company Rep S	ignature:			FOR CIT	TY U	Applic	ation Dat	e:		
ERMIT APPROVAL										
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lice Dept Staffing:										
ice Dept Staining										
Film Monitor Assig	aned for Permi	it Conditio	ons Mon	itoring (Name	₂/Da			Date	e	
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Parking Plan DOT)T			Budge	et				
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Permit Fee \$6	8.39 (still) 76.00 (handheld 97.59 (private) 88.53 (public)	d)	Dy	\$		Parks –Refund Dep	osit			\$
Permit Rider Fee		\$113.00	Ea	\$		Assoc Transp Engi	neer	\$51.27	Hr	\$
No Parking Signs		\$1.00	Ea	\$		Asst. Transp Engine	eer	\$44.06	Hr	\$
ITC/ Closure		\$219.00	Hr	\$		Parking Meter fees				
Streets/Sidewalks/	Alleys	\$72.00/ \$219.00	Hr	\$		Lane Closure for Pa		\$484.00	Dy	\$
Neighborhood Coo	ord Fee	\$185.00	Dy	\$		City Hall Rental Still	Photo	\$72.00	Hr	\$
Police Officer		\$78.42	Hr	\$		City Hall Prep/Strike)	\$2,153/ \$5,383	Dy	\$
Police Supervisor		\$106.65	Hr	\$		City Hall Filming		\$4,306/ \$9,690	Dy	\$
Police Vehicle		\$42.50	Ea	\$		Other City Buildings	3	\$72 / \$145	Hr	\$
Film Monitor		\$69.00	Hr	\$		Bridges (film) Bridges (prep/strike		\$6,266/ \$4699	Dy	\$
Fire Safety Officer		\$55.00	Hr	\$	_	BSFMD (Building M				\$
Fire Supervisor		\$60.50	Hr	\$	_	Public Works Proce	•	\$47.36	Ea	\$
Fire Spot Check		\$198.00	Hr	\$		Public Works Inspe		\$69.97	Loc	\$
Parks Attendant				\$		Transportation Engi	neer	\$58.05	Hr	\$
Darke Pontal				¢	- 1	TOTAL FEES			1	¢

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CITY OF PASADENA - FOR FILM PERMIT Please use this form to make any revisions to your original permit application.

	RIDER NO		Permit No:			
				Date	e:	
Company Name			Ph	one		
Production Title						
Describe Change(s)						
_						
Location No.	DATE(S)	HOURS	FILM	PREP	STRIKE	
No						
No						
No						
No						
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Permit Fees to Date:	\$	Date	e of Paymen	t:		
ees for this Rider:			Additional A	<u>ttachmen</u>	<u>ts</u> :	
Permit			Agreen			
ITC/Closure	•		Signatu			
Police			Parking	•		
Fire Rider Fee	Film Monitor		Notifica	ition		
OTAL FEES THIS RID	ER: \$	TOTAL AM	OUNT DUE	: \$		
Police Details						
Fire Details						
Film Office Details						
Public Works or DOT De	etails					
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Company Representativ	re	City Officia	al			

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FILMING SCHEDULE/ EFFECTIVE JULY 1, 2012

BASIC FILM PERMIT FEES (PER DAY)

STILL PHOTOGRAPHY \$58.39 DY PRIVATE PROPERTY (RESIDENTIAL OR COMMERCIAL) \$697.59 DY

CITY PROPERTY

\$888.53 DY HANDHELD VIDEO, CREW & CAST FEWER THAN 20 \$376.00 DY

NO PARKING SIGNS \$1.00 EA

OTHER BASIC FEES:

PERMIT RIDER PROCESSING \$113.00 EA

NEIGHBORHOOD COORDINATION FEE (FILM HOST TAX) \$185.00 DY

PUBLIC SAFETY/ PERMIT MONITORING FEES:

Police Officer / 6 hour minimum per officer per shift 78.42 hr Police Supervisor / 6 hour minimum per officer per shift \$ 106.65 hr Police Vehicles/per motor \$ 42.50 day Film Monitor \$ 69.00 hr Fire Officer/4 hour minimum* \$ 55.00 hr

Fire Safety Spot Check 198.00 per spot check

*It may be necessary to staff a production with a FSO who has a higher rating at \$60.50/hr. The company will be given 24 hours notice if this is necessary. FSO- Add 30 additional minutes for pre/post-inspection of location.

Processing \$47.36 per permit / **PUBLIC WORKS FEES:** Inspection \$69.97 per location

TRANSPORTATION/ ROADWAY FEES:

\$ **Transportation Engineer** 58.05 per hour Associate Transportation Engineer \$ 51.27 per hour \$ 44.06 per hour Assistant Transportation Engineer

Traffic Lane Closure for Parking 484.00 per day 219.00 per hour Traffic Lane Closure for Filming

Intermittent Traffic Control (ITC)

- Running shots w/ITC - Tow shots w/ITC

- Drive by's w/ITC - Camera in curblane w/ITC 219.00 per hour

- Drive ups & aways w/ITC - Street closure/Lane closure

Note: Driving shots w/flow of traffic are exempt from location fees

LOCATION FEES FOR USE OF CITY PROPERTY:

Note: Location fees for City Parks & Libraries, Rose Bowl, KidSpace, Aquatics Center, Civic Center & Schools are set by those entities -Please contact them directly.

City Hall Film/TV less than 21 cast and crew \$4,306,00 \$9.690.00 more than 21 cast and crew City Hall Film/TV PREP less than 21 cast and crew \$2,153.00 more than 21 cast and crew \$5,383.00

Filming at Other City Buildings not Listed Above

Still Photography, Student Films, Non-profits 72.00 per hour (2 hr. min.)

Standard Filming - Movies, TV, Commercials, Videos 145.00 per hour

Bridges \$6,266.00 (prep / strike \$4,699.00)

City Streets/Sidewalks/Alleys as Principal Location

Still Photography & Student Films 72.00 per hour (2 hr. min.)

Standard Filming - Movies, TV, Commercials, Videos 219.00 per hour

LONG TERM FILMING APPLICATION FEES:

Temporary Conditional Use Permit-Filming 498.00 (to exceed 6 days per quarter residential and 15 days per quarter non-residential) Non-Residential Long Term Filming (10-30 days) \$ 6,975.92

PERMIT VIOLATION FEES:

Film Permit Violation, per violation 8868.00 Noise Violations Charge, per violation \$ 6,896.00

WAIVER OF FEES: Personnel fees are not waived for any reason.

Daily film permit fees are waived for bona fide student projects, non-profit, and public service filming. Permit fees may only be waived by the City Manager. Fees for use of City Property may only be waived by action of the City Council.

CANCELLATION POLICY: Permit riders that cancel filming, change hours or change dates which affect personnel must be submitted by 11:00AM the business day prior to the shoot or personnel minimums will be due and payable. Public Works inspection costs will be charged if cancellation does not occur 48 hours in advance.

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INSURANCE REQUIREMENTS

BASIC INSURANCE COVERAGE REQUIREMENTS:

- A. General Liability: Combined Single Limit of \$1,000,000 per occurrence
- B. Auto Liability: \$100,000 combined single limits unless vehicles are not involved.
- C. Worker's Comp in statutory amounts. A separate certificate may be submitted. The City need not be named as additional insured.

Note: The Specification or Request for Quote may provide for lesser or greater requirements depending on the potential risk involved.

OTHER CRITICAL INCLUSIONS:

- 1. The City of Pasadena shall be given 30 days written notice of cancellation or material change. The certificate submitted will not be approved if it contains "best effort" modifiers or if it relieves the insurer from responsibility for failure to give notice.
- 2. ENDORSEMENT LANGUAGE REQUIRED UNDER "DESCRIPTION OF OPERATIONS:" "City of Pasadena, its council members, commissioners, officers, employees and agents, are named as additional insured."

NOTE: The City does not rent props, equipment or wardrobe, so indemnifying the City for just these items and not the general operations of the named insured will result in a rejection of the certificate.

Please fax the certificate immediately to the Film Office at 626-396-7567.

An original must be mailed to:

Film Office City of Pasadena 100 North Garfield Avenue Pasadena, CA 91109 626-744-3964 (phone) 626-396-7567 (fax)

WC WAIVER

(For student films and productions with no payroll Employees)

I certify that in the performance of the work under the permit, license agreement, or contract with the City of Pasadena which is the subject matter of this certification, I shall not, in any manner, employ any person or contract with any person so that any worker on said work would become subject to the workers' compensation laws of the State of California.

oplicant Name:
oplicant Signature:
roduction Company:
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SAMPLE INSURANCE CERTIFICATE

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	X COMMERCIAL GENERAL LIABILITY			444	FIRE DAMAGE (Any one fire)	\$	1000000
	CLAIMS MADE X OCCUR	123456	1/1/01	1/1/02	MED EXP (Any one person)	\$	1000000
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	Pasadena, CA 91109		REPRESENTAT	IVES.			
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PERMISSION TO USE PROPERTY FOR FILMING

TO BE COMPLETED BY FILM HOST AND SUBMITTED WITH PERMIT APPLICATION

Tel: 626-744-3964 Fax: 626-396-7567 filmoffice@cityofpasadena.net

I hereby give permission for		to use the
	(Film Company)	
property located at		for the purpose
	(Address)	
of filming on the following date(s)		•

I understand that filming at a single site in a residential area is limited to 6 days per quarter, not to exceed 24 days per year. In a commercial zone, filming is limited to 15 days per quarter, not to exceed 60 days per year. I will not exceed those limits for the above property.

I also understand that a copy of the City of Pasadena's "Instructions and Regulations for Conducting Filming, Videotaping and Still Photography Activities" is available at the Film Permit Office, 100 North Garfield Avenue, Pasadena, California 91109, or by calling 626/744-3964, and it will be mailed upon request.

I acknowledge that if my neighborhood becomes a frequently filmed area that the Film Office has every legal right to deny a film permit at my property.

If I am the tenant hosting filming, I understand it is my responsibility to confirm with the property owner that I have permission to host a film shoot.

CIRCLE ONE: OWNER OF PROPERTY -or- Is this project a student, non-profit film, or still shoo		ENANT YES	NO
I, the undersigned, understand that I will be Coordination Fee of \$185.00 per filming day. photography, student and non-profit filming. I seek reimbursement possibly by enacting an it that this fee remains constant with nomi administrative processing while maintaining neighbor clearances and conducting ombudsm	No fees are as: The film compai mmediate reduc inal increases Film Office se	sessed towar ny will initially ction of your avoiding su	d prep or strike days, or for still y pay this on your behalf but will location rental fee. This ensures ubstantial costs incurred from
Film Host – Property (Owner or Tenant	Name (Please	e print)
			, pility
Film Host Contact Name (Please print)	Film H	ost Signature	
Film Host Telephone Number	Film	Host Email add	dress

For more information on being a good film host, please go to our website at: www.filmpasadena.com. If you are interested in learning how to promote your property for filming, please contact the Film Office at 626-744-3964.

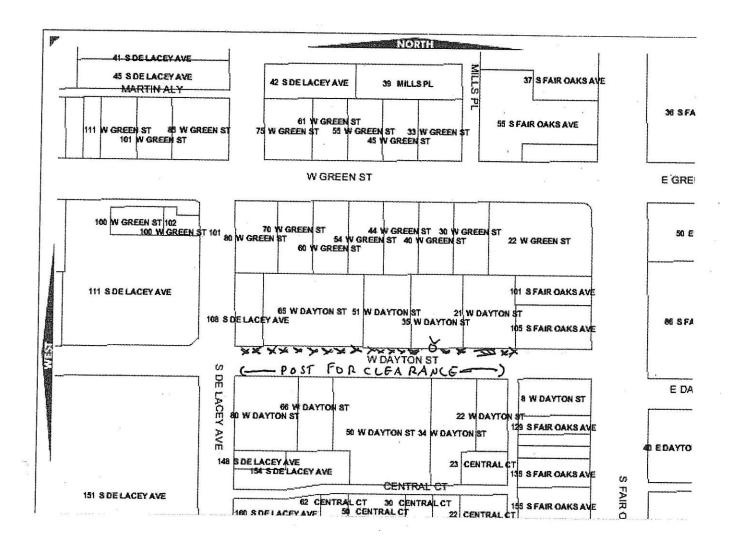
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CITY OF PASADENA - PARKING & SIGNATURE MAP - SAMPLE

IMPORTANT: ADDRESSES MUST BE LEGIBLE AND BUSINESS NAMES MUST BE INCLUDED WHERE APPLICABLE.

	Femili #	
Production Title: Count Dracula	Production Co: Dracula Productions	
Contact Person: Jane Doe	Office Phone: <u>555-555-5555</u> Cell: <u>555-111-1111</u>	
Filming Dates: March 1, 2, 3, 2014	Filming Times: 7 a.m. to 10 p.m. Posting Times at this Location: 7 a.m. to 4 p.m.	

- 1. Draw your location street (show the nearest intersections) and show all surrounding addresses. Write the name of the business on your map.
- 2. Check $\sqrt{\ }$ each address where the property owner provided a signature.
- 3. Place a series of **xxxx's** in front of those addresses where you plan to park (or want the option of parking). **NOTE:** Film Company Reps and City personnel: Company shall park in front of those addresses where a signature was obtained. City personnel will check with location manager to see if he/she recently obtained additional signatures. Fire trucks require 20' feet of clearance in the roadway. As a result, the company shall only park on 1 side of the street, unless the City rep determines that there is adequate clearance and motorist visibility with parking on both sides of the street.
- 4. Company should place brackets with a line to indicate areas where they wish to post for clearance or picture. (--------)
- Please show camera placements with an O and dolly tracks with an IIII. Please indicate RED, YELLOW, NO PARKING, AND BUS ZONES.



CITY OF PASADENA - PARKING & SIGNATURE MAP

				Permit #
		Production		
		Office Phone: Filming Times:		
_				
1.	Draw your location street (your map.	show the nearest intersections) and show a	Il surrounding addresses. Write th	e name of the business on
2.	Check √ each address wh	ere the property owner provided a signature) .	
3.	NOTE: Film Company Rep City personnel will check feet of clearance in the roa	n front of those addresses where you plan to ps and City personnel: Company shall park with location manager to see if he/she red adway. As a result, the company shall only arance and motorist visibility with parking on	in front of those addresses where cently obtained additional signatur park on 1 side of the street, unle	e a signature was obtained. es. Fire trucks require 20'
4.	Company should place	brackets with a line to indicate areas	where they wish to post fo	r clearance or picture.
5.		ements with an α and dolly tracks with an $\overline{\coprod}$ LOW, NO PARKING, AND BUS ZONES.		
			Total # of parking m	eters posted:
Fil	lm Liaison:		Date:	
	oliceDept.Rep:		Date:	

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NOTIFICATION PROCEDURES

IMPORTANT: NOTIFICATION LETTER MUST BE APPROVED BY THE FILM OFFICE PRIOR TO DISTRIBUTION AND MUST BE GIVEN TO RESIDENTS / MERCHANTS WHEN OBTAINING SIGNATURES.

Dear Film Company Representative:

All neighbors within **300 feet** must be notified at least three (3) days prior to your filming activities by written letter. **300 feet means**: linear distance in each direction from the filming location on both sides of the street as well as any additional properties affected including properties abutting alleys used for transportation. For filming occurring in backyards, the Film Office will request notification of property owners behind the film location.

IN ADDITION: With your notification letter, please photocopy and distribute copies of "Filming in Your Neighborhood," a two page informational piece produced by the Pasadena Film Office. This piece is included in this permit packet. "Filming in Your Neighborhood" will give neighbors a general rundown on what to expect when a film company shoots on their street and can alleviate any misconceptions they may have about film production or the City's rules.

Please draft a letter on your company's letterhead. You must submit a copy of the notification letter with your application. The letter must include mention of each of the following points in order for your application to be approved.

- 1. Include your company name, the type of filming (i.e., commercial, feature film, etc.), the name of your production and that you are proposing to film in their neighborhood. **Avoid** language that states: "XYZ Company <u>will be</u> filming...," instead state: "XYZ Company <u>proposes</u> to <u>film</u> a television movie called "Some Kind of Love."
- 2. List the dates and times you propose to be on location.
- 3. Describe your filming activities. What will occur on the day of the shoot? (i.e. Will you be doing traffic control with a girl on a bicycle in the middle of the street?) Please include as many details as possible. Ironically, our experience has shown that neighbors are more receptive when you are forthcoming about the total impact, rather that withholding information for fear of a negative response. If some details are still to be determined, the neighbors would appreciate knowing this. Please provide information on your lighting plans if you wish to film at night. If possible, how will you screen the light from shining in their windows?
- 4. What are your prep and strike plans? Describe prep and strike activities, dates, and times. How will it affect the neighbors? What & where will you be parking on the street for prep and strike? Also let the neighbors know if **no** prep or strike is planned.
- 5. How many production vehicles will be parked on the street on their block on the filming day? Where will you post the street for "no parking?"
- 6. Ask the neighbors to contact you if proposed filming plans will conflict with any gardening or home improvement plans.

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7. Please include the following paragraph in your notification letter:

FOR RESIDENTIAL FILMING: "The City requires that we notify all residents within 300 linear feet (or more) of the filming location. Signatures are required from residents directly impacted by filming, parking, or posting of "no parking" signs in front of their property. Residential filming Sunday-Thursday past 7:00 p.m. requires 51% signatures, and residential filming before 7:00 a.m. or past 10:00 p.m. requires 90% signatures within the noticing area, except in high volume filming areas where 100% is required. Residential filming on Friday and Saturday nights requires 51% signatures to film past 7:00 p.m. within the noticing area, and 75% signatures to film before 7:00 a.m. or past 10:00 p.m. We realize that signatures of minors or hired help are unacceptable to the City."

FOR COMMERCIAL FILMING: "The City requires that we notify all merchants within 300 feet in each linear direction (or more) of the property lines of the filming location on both sides of the street. Signatures are required from merchants directly impacted by filming, parking, or posting of "no parking" signs in front of their property."

- 8. Thank them for their support and cooperation. Let them know that you are a guest in their neighborhood. If possible, invite them to watch and extend any courtesy you feel is appropriate (.i.e. Invite them to breakfast at the caterer, etc.) Neighbors who are made to feel a part of what's going on in their neighborhood will be more cooperative and positive regarding future filming.
- 9. Who can neighbors contact from your company with questions? Is there a cell number where they can reach your company contact? Who can they contact at the location on the actual day of the shoot if a problem arises? Indicate that they may also contact the Pasadena Film Office at 626-744-3964.
- 10. Include any other information you feel is appropriate.

Please leave the letter by leaning it against at the front door if no one is home. (Please **do not use tape** to attach the letter to front doors. You could be liable if the tape damages the door). And **do not** place the letter in the mailbox since this a violation of federal law.

Sincerely,

Ariel Penn Filming Manager

FOLLOWING IS AN EXAMPLE OF A NEIGHBORHOOD NOTIFICATION LETTER.

PLEASE READ THE PREVIOUS NOTIFICATION PROCEDURES FOR COMPLETE INSTRUCTIONS.

YOUR LETTER MUST BE APPROVED BY THE FILM OFFICE PRIOR TO DISTRIBUTION.

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NOTIFICATION TEMPLATE

YOUR PRODUCTION COMPANY NAME YOUR PRODUCTION COMPANY ADDRESS AND PHONE NUMBER

DATE

YOUR PRODUCTION COMPANY'S NAME proposes to film <u>A COMMERCIAL / A FEATURE FILM / A STUDENT FILM / A STILL PHOTOGRAPHY PROJECT</u>, <u>A REALITY TV PROJECT</u>, <u>A DIRECTOR'S REEL entitled NAME OF PROJECT</u> at <u>ADDRESS</u>.

Our scene involves <u>DETAILED DESCRIPTION OF FILMING ACTIVITY: INTERIOR/EXTERIOR DIALOGUE, DRIVING SHOTS, SPECIAL EFFECTS, SMOKE, BACKYARD FILMING, ETC.</u>

We are proposing to film on <u>DATES/TIMES</u>. We'd like to prep on <u>DATES/TIMES</u> and strike on <u>DATES/TIMES</u>.

We're requesting to post No Parking signs for our trucks and equipment on the <u>NORTH/SOUTH/EAST/WEST</u> side of <u>STREET NAME(S)</u>. (ALSO INDICATE POSTING FOR SAFETY OR PICTURE.) The parking restrictions would be in effect <u>DATES AND TIMES</u> indicate if overnight parking is included.

Our scene would involve traffic control in the following areas	
during the following hours	

For commercial areas include the following paragraph:

FOR COMMERCIAL FILMING: "The City requires that we notify all merchants/residents within 300 feet in each linear direction (or more) of the property lines of the filming location on both sides of the street. Signatures are required from merchants directly impacted by filming, parking, or posting of "no parking" signs in front of their property."

For residential areas include the following paragraph:

FOR RESIDENTIAL FILMING: "The City requires that we notify all residents within 300 linear feet (or more) of the filming location. Signatures are required from residents directly impacted by filming, parking, or posting of "no parking" signs in front of their property. Residential filming Sunday-Thursday past 7:00 p.m. requires 51% signatures, and residential filming before 7:00 a.m. or past 10:00 p.m. requires 90% signatures within the noticing area, except in high volume filming areas where 100% is required. Residential filming on Friday and Saturday nights requires 51% signatures to film past 7:00 p.m. within the noticing area, and 75% signatures to film before 7:00 a.m. or past 10:00 p.m. We realize that signatures of minors or hired help are unacceptable to the City."

Thank you for your support and cooperation. We understand that we are guests in your neighborhood, and will conduct our activities in a professional manner. We will strive to minimize any possible impacts or address any of your concerns. Please contact us if the proposed filming would interfere with any gardening or home improvement plans. If you have any questions or concerns, please contact our Location Manager, <u>LOCATION MANAGER'S NAME AND CELL PHONE NUMBER</u>. You may also contact the Pasadena Film Office at 626-744-3964.

Sincerely,

LOCATION MANAGER'S NAME

Location Manager

PRODUCTION COMPANY NAME

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City of Pasadena - Filming in Your Neighborhood

Why does Pasadena allow filming to occur?

Ever since 1896 when Thomas Edison Company filmed in our fair city, Pasadena has been a popular filming location for the entertainment industry.

According to a payroll audit by the Motion Picture Association of America, a half a billion dollars in production payroll is paid to Pasadeneans employed in film production each year: a major benefit to our local economy ensuring the funding of vital community services such as police and fire.

The number of filming days allowed at a residence is 6 days per calendar quarter (15 days in a non-residentially zoned property) by the Zoning Code. The City of Pasadena has a Film Office that issues film permits and works with the neighborhoods and film companies.

What can I expect to occur during filming?

There are **four types of companies** which film in Pasadena: motion picture/television companies, commercial companies (those producing tv ads), still photographers (fashion, magazine, etc), and small video productions (industrial/educational/student/reality tv/ documentary). A production can have anywhere from one pick-up truck for an educational film to 15 trucks for a major feature film.

Small video productions are small and not very noticeable. They usually involve a maximum of 12 people, a small van and a few cars.

Still photography shoots are small as well but may bring a few more people than a student/reality tv/video shoot. Most will confine their activities to private property or park on the street only in front of their location.

Commercial companies will usually bring 5 small 20-foot trucks on location and 15 to 45 people. The trucks usually carry prop equipment, electrical cables, dollies and a camera. A small shuttle van will shuttle the crew to the location. They usually film during normal waking hours (7 a.m. to 7 p.m.) and cause minimum disruption in the community. Over 50% of the production that occurs in Pasadena is commercial.

Motion picture/television productions include the same equipment as commercials as well as motor homes for their actors and a catering set-up. Motion picture/television trucks tend to be longer (a maximum of 65 feet) because they need a larger variety of materials. The crews are also larger, usually 35-125 people. Although in recent years, with the increased use of digital technology, major films are being made with smaller crews, fewer trucks, and less impact. Film crews are required to base camp their personal cars, catering set-up, motor homes and most of the trucks on private property. You may notice that the police officer will stop traffic intermittently when the companies back their trucks onto the property when they arrive. Shuttle vans will pull up in front of the location property throughout the day to pick up personnel.

How will I know when a film company wants to shoot in my neighborhood?

The City requires that film companies provide a written notice on their company stationery to all property owners/tenants within 300 feet of the filming location on each side of the street. This notice includes the company name, the dates and times of the proposed filming, the geographical area affected, the area to be posted with "no parking" signs, and any construction and set removal plans.

What are signatures of permission?

Signatures are required at all times from property owners and tenants affected by filming or parking in front of their property. Signatures guarantee that those directly impacted have been notified.

Additional signatures must be obtained if a company proposes to film past 7 p.m., but no later than 10 p.m.: a majority 51% of signatures within 300 feet of the filming location on both sides of the street. After 10 p.m. or before 7 a.m., 90% signatures are required (Sunday - Thursday) & 75% on Friday and Saturday.

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How will the city know where the company will park and conduct the filming activity?

All film companies who plan to park or film on the street must prepare a parking plan. The parking plan shows the exact locations where the vehicles will be parked on a street. The addresses of surrounding properties are listed on the parking plan along with the width and length of the roadway. The Film Liaison compares the parking plan with the signatures of permission. If a vehicle is placed on the map in front of a property where a signature is not listed, the Film Liaison will deny the parking until a signature is obtained. A copy of this map is provided to the on-site police officer or monitor that is assigned to the shoot to ensure permit compliance.

What can I do if I have special concerns regarding the company's activity?

Any property owners/tenants with concerns regarding the company's activity should inform the company representative, usually the location manager, who will be stopping by for your signature. Most companies will be very interested in meeting your needs, since they want to establish a positive relationship with the Pasadena community. However, you are certainly encouraged to notify the Film Office of any concerns at (626) 744-3964 before the filming occurs. The Film Office may attach special conditions to the permit that address your specific needs.

If you have difficulties when the company is on location, immediately notify the Pasadena police officer or monitor at the location. They are employees or contractors of the City, not the film company. They are there to ensure that the company is in compliance with the permit requirements. If you believe that these personnel are unable to resolve the situation, you may request that the officer or monitor contact the Film Office staff who can be reached 24 hours a day, 7 days a week by cell phone.

How does the city determine if my neighborhood is a frequently filmed area?

If a total of 6 days of filming have occurred in a residential neighborhood (15 days in commercial area) over a 90-day period of time, the area is considered frequently filmed. Filming hours and on-street parking will be limited for such permits. Prep and strike days will be included as part of the quarterly filming allocations on these permits. The Film Office may add other special conditions or deny a permit altogether in an area which has met this legal definition. A group of neighbors may also approach the City about establishing their own special filming district with customized guidelines.

How do I rent my house to the film industry?

Contact the Film Office at (626) 744-3964 and we will email you an information packet.

How do I obtain further information regarding filming in Pasadena?

Please visit our web site at: http://www.filmpasadena.com

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Permit	#



CITY OF PASADENA SIGNATURE SUMMARY FORM

Please complete this form prior to submitting signatures to the Film Office.

Production Company Name: Production Title: Film Location:
Total Signatures Obtained:
Total Properties within affected area:
Total percentage of signatures obtained: (i.e. signatures obtained divided by total properties in the affected area.)
By signing and submitting this Signature Summary form, I declare that the above information is accurate and provides full disclosure.
Signatures submitted by:
Date:

100 N. Garfield Ave Pasadena, CA 91109 tel: (626) 744-3964 fax: (626) 396-7567 filmoffice@cityofpasadena.net www.filmpasadena.com

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CITY OF PASADENA					
PERMISSION -	ADJACENT		SIGNATURES		

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A NOTIFICATION LETTER on your company stationery must be distributed to property owners and tenants adjacent to the film location within 300 feet (linear distance in each direction from the front property lines of the location on both sides of the street) as well as any additional properties affected including properties abutting alleys used for transportation. For filming occurring in backyards, the Film Office will request notification of property owners behind the film location. Notification Letter must be approved by the Film Office prior to distribution. Written permission is required from property owners or tenants impacted by filming or parking occurring in front of their property. THE SIGNATURE PETTIONS MUST BE LEGIBLE & INCLUDE ALL REQUESTED INFO BELOW. THE BUSINESS NAME MUST BE INCLUDED FOR NON-RESIDENTIAL PROPERTIES.

		, is scheduled to film at	, Pasadena, California	
	(Company)		(Address)	
On		The working hours, including set up (prep) and take down (strike), will be from		
	(Dates)		• • • • • • • • • • • • • • • • • • • •	
	_ to;	equipment vehicles necessary for the	e filming activity parked on our City street.	
(first arrival)	(tail lights)	(how many)		
ECIAL CONDITION	ONS:			

PRINT NAME (LEGAL OWNER/ TENANT)	BUSINESS NAME	ADDRESS	SIGNATURE	DATE SIGNED
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Signatures of minors or hired staff are not acceptable and are checked at random for credibility. Verbal approvals are not acceptable. Copies of the regulations governing filming activities in the City of Pasadena are available at: www.filmpasadena.com or by calling 626/744.3964. A REPRESENTATIVE FROM THE CITY (POLICE OFFICER OR FILM MONITOR) WILL BE ON YOUR STREET ON THE DAY OF THE FILMING SHOULD YOU HAVE ANY CONCERNS.

CITY OF PASADENA INSTRUCTIONS AND REGULATIONS FOR CONDUCTING FILMING, VIDEOTAPING, AND STILL PHOTOGRAPHY ACTIVITIES

GENERAL FILMING GUIDELINES

- 1. The initial application process and subsequent follow-up will be handled through the Film Liaison, located at Economic Development Office, 100 North Garfield Avenue, Pasadena, California 91109. Telephone 626-744-3964. Filming includes videotaping and still photography.
- 2. Please fill out the Application Form <u>completely</u> and attach the following documents on the forms provided, as applicable:
 - a) Scaled Plan required for <u>all</u> filming activities which require parking or occupancy of any vehicle, equipment, or person associated with the filming activity on the public right-of-way.
 - b) Permission to Use Property Form required for all filming activities on privately owned property. Signed form provided <u>must</u> accompany film permit.
 - c) Signature Form signatures are required from residents in residential areas and may be required in commercial areas.
 - d) Notification Letter all residents and merchants within a half-block (300 feet) of the film location <u>must</u> receive notice of filming. The letter must be typed on film company letterhead per the attached instructions.
 - e) Student and Non-Profit letter from the school or proof of non-profit organization <u>must</u> accompany the film permit.
 - f) Certificate of Insurance Form <u>must</u> be on file with the City prior to filming activity. Requirements are: \$1,000,000 General Liability; \$100,000 Auto Coverage, and statutory limits for Worker's Compensation.
 - NOTE: Complete application and applicable attachments must be submitted three (3) working days prior to filming. If there is a request or need for a street closure, application and attachments must be submitted five (5) working days prior to filming. Permits may be expedited in less than three or five days time with the signatures of approval from all affected property owners/tenants as stated in the City's filming guidelines.
- 3. For filming on City-owned property, the Film Liaison will coordinate the necessary arrangements (excluding: the Rose Bowl and Conference Center sites). The use of the Rose Bowl must be cleared by the Rose Bowl Coordinator, and the use of the Conference Center requires approval of the Conference Center Manager.
- 4. Pasadena Municipal Code (P.M.C.), Section 5.16.250, regarding fees must be complied with (see attached schedule).
 - Although application fees are waived for student projects, non-profit projects, director's reels and public service filming, all other regulations will be enforced and a permit is still required.
- 5. For protection and safety reasons, and to protect the integrity of the City's residential neighborhoods, the following regulations have been established.
 - a) Written permission will be required from the property owner(s) and tenant(s) of each location to be used. There is a 300 feet notification requirement (linear distance in each direction from the front property lines on both sides of the street) as well as any additional properties affected including properties abutting alleys used for transportation. For filming occurring in backyards, the Film Office will request notification of property owners behind the film location. The Film Liaison also has the right to require signatures from these additionally impacted neighbors. In residential areas, written permission is required from the property owners or tenants affected by filming (i.e. noise, lights, parking, or filming in front of their property). All overnight filming, including set up and strike down (before 7:00 a.m. or after 10:00 p.m.) in a residential area will require 75% signatures on a Friday or Saturday, and all other days of the week will require 90% signatures to film overnight in a residential area. However, the following neighborhoods that have been continually in high demand by the filmmakers or would be high demand without special protections will remain at 100% including: Madison from California to Glenarm; Oakland from California

GENERAL FILMING GUIDELINES - p. 2

to Glenarm; Fillmore from Los Robles to El Molino; Alpine from Los Robles to El Molino; Miles from Los Robles to Oakland; Prospect Blvd. From Orange Grove to Lincoln; Prospect Square from Prospect Blvd. to Rosemont; Prospect Crescent – the entirety; Prospect Terrace from Prospect Blvd. to Rosemont; Armada from Westgate to Prospect Blvd.; Palmetto from Grand to Orange Grove; La Mesa between Armada and Prospect Blvd.; Grand Avenue from Locke Haven to California; South San Rafael from Colorado Blvd. to La Loma including San Rafael Lane. Street closures in residential or commercial areas will require 100% signatures at any given time. At condos or apartment complexes, the Film Company may obtain either the signature of the designated representative or those tenants within 100 feet of the parking or filming activity.

Commercial properties: Although past administrative practice has required signatures from all merchants or property owners if filming or parking occurs in front of their commercial properties, this is more closely defined as follows:

In commercial areas, signatures are required from property owners or tenants who fall within the impacted area. The impacted area is defined from the first to the last truck, camera placement, and personnel or equipment set up on the side of the street where the activity is occurring.

Definition clarification: "Residential" means residential, public, semi-public and open space districts and "commercial" means all other zoning districts, mirroring the long-standing distinction made for quarterly filming allocations in 17.16.080 in the Zoning Code.

- 6. Exceptions to the restrictions may be granted in extreme circumstances upon review by the Film Liaison and/or Police Department. Any deviation to conditions imposed by the Film Liaison on a filming use permit can only be granted by the Film Liaison or Zoning Administrator.
- 7. No gunfire or blank fire, bull horns, siren or public address systems shall be used in violation of the Pasadena Noise Ordinance. Such requests shall be reviewed by the police and fire departments.
- 8. Helicopter landings, or filming from the air will not be permitted without explicit written permission from the City Manager or their designee. A safety meeting is required with the Film Liaison, the film company pilot and a flight safety expert from the Pasadena Police Heliport. The Film Liaison will not recommend approval of any air filming without a safety walk through in advance of the air filming. Helicopter filming is banned in residential areas. Helicopter filming is allowed in a non-residential area with signatures obtained from every affected property owner/tenant within a 2000' radius of the location.
- 9. Any requests from the City Manager's Office will be processed by the Film Liaison.
- 10. Street parking in residential areas is not permitted, except a limited number of equipment vehicles used to produce the film may be parked at the site in accordance with a parking plan drawn to scale on the City form and approved by the Police Department. No film permits will be issued without the approval of the parking plan. Vehicles involved with film production (including crew cars and catering trucks) may park in private driveways or at zoned parking lots.
- 11. Guidelines for permits to conduct filming activity and exceptions will be strictly enforced. In the event a violation occurs, the following procedure will be followed:
 - a) A complaint is received by the Film Liaison or the police officer at the location.
 - b) They investigate the validity of the complaint and determine if any city guidelines, ordinances or permit restrictions are being violated.
 - c) If any violations are identified, they ask to speak with the location manager. They identify the violations for the location manager, discuss appropriate remedies and establish a timeline to rectify the problem. (i.e. Police officer states to location manager: "That truck is parked in front of a home that did not sign their approval for this activity. Please have it moved in the next 20 minutes.")
 - d) Then it is incumbent upon the Film Company to take the directed action within the established timeline.

GENERAL FILMING GUIDELINES - p. 3

e) If the action isn't taken within the established timeline, the Film Liaison or police officer will consult with the location manager and find out why it wasn't remedied. If the company is unable to comply, the Film Liaison or police officer needs to determine if there are valid safety or logistical reasons for the violation. Valid logistical is defined as any change to the permit which will expedite the filming, minimize impact to the neighborhood, and has the verbal approvals of the affected neighbors as witnessed by the on site police officer or monitor. If there are valid reasons (for the protection of the public or crew) that the permit is being violated, the Film Liaison or police officer may issue a change to the original permit conditions.

If there is no valid reason for the violation and if the violation actually threatens public safety or peace, the Film Liaison or police officer will stop the production until the situation is rectified. If the company refuses to rectify the situation, the Film Liaison and police officer will shut down the production for the day.

f) The next step involves sending a letter of complaint from the Film Liaison to a responsible production executive at the studio. The Film Liaison will inform the executive that a civil penalty of \$868.00 dollars per violation has been accessed. If the Production Company does not pay their civil penalty by the deadline established by the Film Office, they will not be issued any additional film permits until all penalties are paid.

A Company audit of on-location safety practices and procedures will be requested by the Film Office. The Film Liaison will request to review the results of this audit. In the letter of complaint, the Film Liaison will also inform the executive that the company will be banned from the City for a specified period of time if any violations occur on future productions after the audit is completed.

- g) Regarding repeated violations at a particular location, the following guideline will apply: In the case of repeated violations, documented by the on-site officer or film office, and resulting complaints at a particular location, based on the recommendation of the Film Liaison, which is concurred by the Planning Commission, permits for short term filming and long term filming will not be granted for a period of up to a year.
- 12. Required Public Safety Employees (Police and Fire)
 - a) Off-duty police and/or fire personnel requirements shall be determined by the Police and Fire Departments, and any personnel required at the location(s) shall be at the permittees' expense (see attached Fee Schedule).
 - b) Payment for personnel must be made upon receipt of permit, and any additional hours of work will be billed by the Accounts Receivable Department of the City.
 - c) A minimum of six (6) hours is to be paid for each public safety employee required by the permit, or requested by the permittee. Additional public safety personnel may be requested by the permittee at the time the application is filed. Note: For shoots which are 12 hours or longer, 2 shifts of officers may be assigned and minimums due on each shift.
 - d) The responsibilities of the public safety personnel encompass the interest of the citizens of Pasadena as well as the Movie Company. These officers are employees of the City, not the Movie Company, and they will enforce all City regulations and the provisions of the film permit.
 - e) On-site supervision by public safety personnel are in the public interest, however, the requirement for both a firefighter and police office may be modified at the discretion of those departments.
- 13. <u>Frequency of Filming</u>: Filming frequency at a single site is restricted to six (6) days per quarter for a maximum of 24 days per year in a residential area, and 15 days per quarter, 60 days maximum in a commercial area. Property owners and/or film companies wishing to exceed this limit may apply with the

- Film Liaison for a Temporary Filming Conditional Use Permit (TFCUP). Still photography, student filming, and non-profit projects are exempt from this regulation.
- 14. <u>Still Photography</u>: The following guidelines will apply for still photography for commercial clients: All personal vehicles and motorhomes must be legally parked at all times. In metered areas, still photographers are required to pay meter fees for all production and personal vehicles. Any large vehicles such as motorhomes can only be parked on the street in front of a residence or business with the written or verbal approval of the property owner. Private parking of large_vehicles is encouraged. Still photographers and their equipment may not block sidewalk and alleyway access. Pedestrian access must be maintained at all times. Signatures are not required from property owners or tenants for still photos taken on city property; however, photographers are required to introduce themselves to any property owner or tenant affected by still photography in the public right-of-way in front of their property. They are to receive verbal consent to conduct activity in the public right-of-way from these individuals. If the property owner or tenants object, still photographers must relocate their activities to another location. Any still photography activity on city streets may require the assistance of the Pasadena Police Department. The Film Liaison may waive any hour restrictions or any other restrictions upon determination that the activity will pose no impact to the surrounding neighborhood.

CITY OF PASADENA STANDARD FILM PERMIT CONDITIONS

- 1. Location Manager or Production Manager should check in with your police officer(s) or film monitor. Officers and monitors must be present for the duration of the filming, and should remain until all film vehicles are loaded and have left the location.
- 2. Your police officer(s) or filming monitor is a liaison between the City and the Film Company. He/she should make every attempt possible to assist the Film Company to accomplish your filming; however, their primary responsibility is to see that all film production is done safely with a minimum amount of disruption to the citizens of Pasadena. Remember that they are employees or contractors of the City of Pasadena and not the Film Company. However, they are expected to make themselves readily available and to assist the Film Company in every way possible within the guidelines of the permit.
- 3. The Film Company must have a copy of the film permit in their possession. **Review the permit, parking plan, and signature sheet.** Film companies must obtain signatures from residents/merchants for any film company vehicles parked on the street in front of the residences/businesses.
- 4. Dispersing of crew cars is not allowed during the filming. Additional vehicles (i.e. production or crew cars) other than what is listed on the permit, are not allowed without clearance from the Film Office. Any unauthorized vehicles will have 20 minutes to move from the neighborhood or the Police Officer or film monitor will cite the company for a \$886.00 civil penalty.
- 5. Check walking surfaces. There are to be no obstructions or tripping hazards. Cables laid across pedestrian walkways shall have cable protection that provides an accessible pathway as required by the Americans with Disabilities Act. The pathway will be at least 36 inches wide with edge protection on each side that is at least 2 inches high. The slope of the pathway will be no greater than 1 to 15, and the surface will be firm, stable and slip-resistant. Cables across exits, paths to exits, or sidewalks are to be protected in such a way (rubber matting) as to not constitute a tripping hazard, and are not to be raised overhead. There must be a 3 to 4 feet minimum walkway for pedestrian traffic.
- 6. Trucks, generators, and other equipment must be kept clear of fire lanes and exits. Vehicles are not permitted to park less than 15 feet from any fire hydrant and not park at bus stops without permission from MTA.
- 7. Parking in red zones is generally prohibited, and prior approval must be obtained. Use of red zones may not interfere directly with the safety of vehicular or pedestrian traffic flow. Vehicles allowed to park in red zones must be properly marked off with cones and/or have a police officer present. Alley parking must be approved by Public Works.
- 8. There are to be no obstructions at driveways and intersections from the trucks. Maintain adequate clearance at driveways and intersections.
- 9. Film Company cannot use driveways or unimproved lots for parking in residential areas, unless you have permission from property owner(s).
- 10. Catering truck parking and food service shall occur on private property unless otherwise authorized by the Film Office. Craft service tables may not be set up in the public right-of-way or sidewalks.
- 11. Chase scenes will not be permitted in residential areas unless signatures are obtained from each resident within a specified radius to be determined by the Film Liaison, and approved by the Police Department.
- 12. The stopping of traffic is not permitted on any street for filming at any time unless approved by the Police Department, and it is noted on your film permit.

13. A street closure or lane closure is not permitted on any street for filming at any time unless you have a street closure permit and/or lane occupancy permit from DOT and Public Works, in addition to it being noted on your film permit.

The company must post temporary no parking signs. This needs to be done 24 hours in advance in order to be enforced.

- 14. <u>If a film company wants to do something that is not covered on the permit, the film company must contact the City Film Liaison for permission.</u>
- 15. Police officers assigned to film locations will be off-duty personnel, and will be provided by the City of Pasadena. The City will charge per hour per individual for a minimum of 6 hours when providing uniformed police personnel.
- 16. Your police officer or film monitor has the authority to enforce all safety regulations, state laws, and city ordinances. If he/she observes an unsafe situation, he/she is authorized to stop the film production until the situation is corrected.
- 17. A Pasadena fireman must be present, if there are explosives or open flames, during smoke scenes in commercial buildings with fire alarms connected to the Fire Department and also during smoke scenes in residential homes when vision is obstructed.
- 18. The Police Officer or film monitor will enforce the ending time listed on your permit. They are not authorized to extend it. The ending time means "taillights with last truck leaving." If a time extension is requested, the Police Officer or monitor will need to seek approval by contacting the Film Office staff who are available 24 hours a day/7 days a week by cell phone.
- 19. Officer(s) or monitors cannot get involved in any disputes over money matters between the Film Company and owners of businesses or residential property in the City.
- 20. If you have any questions, please contact the Film Office, at 626/744-3964. After normal business hours, contact the Police Department Watch Commander, at 626/744-4620, who will call the Film Office staff if deemed necessary.
- 21. NOTE: Security guards must have a permit from the Department of Consumers Affairs to carry a weapon, while on duty as a security guard.
- 22. No pyrotechnics, no hazardous materials, no open flame, no vehicles inside a structure without a permit from the Pasadena Fire Department. If special effects smoke is used, Film Company shall provide a dedicated fire/safety watch consisting of personnel with no other assigned duties. The Film Company is expected to follow all federal, state, and local regulations, as well as prudent safety practices.
- 23. Transport through or parking on private alleys is not allowed with out written permission from each property owner who has easement off of the alley.
- 24. The Police Officer or film monitor shall cite you for a \$886.00 per violation civil penalty for permit violations.

Permittee agrees to comply with all applicable laws and to maintain the premises in good condition and to return said premises to the same condition as it was before said use.

City of Pasadena Film Office



The film company is responsible for posting and maintaining all "No Parking" signs 24 hours in advance of their filming in order for the posting to be legally enforced. <u>PARKING</u> ADMINISTRATION MUST BE NOTIFIED AFTER SIGNS HAVE BEEN POSTED AT 626-744-6440.

- 1. Contact the film office to obtain your film permit # and confirm the number of "No Parking" signs required for your activity.
- 2. Pick up "No Parking" signs at the Film Permit Office, 100 N. Garfield Ave, Pasadena, CA 91109. Please call in advance of your arrival. Indicate the Production Co. name, permit # and number of signs on the sign-out sheet on the counter.
- 3. Film company will be charged \$1.00 per sign as part of the total film permit fees, payable before the permit is released.
- 4. On the signs, indicate the permit # and the dates and times that the "No Parking" signs are to be in effect clearly in permanent ink. Writing must be legible and visible to pedestrians and drivers.
- 5. Signs may be attached with plastic wrap, string or plastic coated wire. All other materials including nails and tape are forbidden and may result in a fine and/or citation.
- 6. Attaching signs to trees in any manner is forbidden and may result in a fine and/or citation.
- 7. For meter parking/posting, each individual meter must be posted. Indicate to the Film Office the number of meters you'll be posting and the hours they'll be out of service. Lost meter revenue will be added to the total film permit fees.
- 8. Vehicles parking in areas that have not been properly posted may not be ticketed or towed. The Film Office recommends that you send a security guard to check on your posting a few hours before your shoot to ensure that the signs have not been removed. This is mainly a problem in business districts.
- 9. The Police Department or film monitor will verify the correct dates and times of filming upon their arrival on the day of the filming. Any willful falsification of dates and times of filming will result in immediate revocation of the filming permit.
- 10. "No Parking" signs must be removed by the film company or their designated agent immediately after filming is completed or at any point it's determined that less posting is required to conduct your activity & parking. Signs need not be returned to the Film Office but must be disposed of appropriately.

ADDITIONAL POSTING REQUIREMENTS FOR BUSINESS DISTRICTS

Please promote positive relations with neighboring businesses by posting signs alerting customers that local businesses remain open during filming activities.

Post sandwich board signs on the sidewalks on both sides of the street reading, "Businesses are open. Sorry for any inconvenience."

In the event that local street parking is taken up by film trucks or activity, the film company is responsible for posting "Customer Parking" directional arrows to light standards/poles or delineators directing shoppers where they can park.

LEFT- OVER CATERING FOOD?

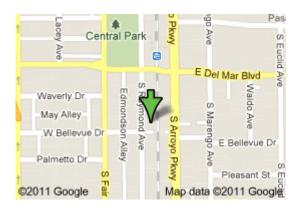
Pasadena's homeless could use it!

(Provide this sheet to your caterer).



Drop it by Pasadena's **Union Station Homeless Services Facilities**A tax (donation form) will be prepared at the time of delivery.

Donations can go to the adult center facility (hours 7a to 8p, any day of the week) at **412 South Raymond Avenue.**



Union Station is the San Gabriel Valley's largest and most comprehensive social service agency assisting homeless and very low-income people including providing meals & shelter each day to their clients.