

They are to receive verbal consent to conduct activity in the public right-of-way from these individuals. If the property owner or tenant objects, still photographers must relocate their activities to another location. Any still photography activity on city property and/or streets may require the assistance of the South Pasadena Police Department. The Film Liaison may waive any hour restrictions or may impose additional restrictions based on the determination that the activity will pose no impact, or alternatively, create an impact to the surrounding neighborhood.

5. Film Companies will be subject to additional restrictions if it is determined that the filming location they are proposing to use is in a frequently filmed area. Please see addendum to Film Policy.
6. Long-term filming (10 days or longer) requires approval by the City Manager or designee and may be subject to additional restrictions. A discounted fee may be offered to extended film shoots.
7. It is the responsibility of the permittee to determine appropriate compensation for property and/or business owners in the affected area.
8. The City Manager or his/her designee shall maintain the discretion to waive a signature if it can be proven that a property owner will be absent or unaffected on the filming day. Also, the City Manager or his/her designee shall have the discretion to promulgate rules and regulations as deemed necessary on a case-by-case basis.

#### NOTICING REQUIREMENT

Property owners and tenants within 300 feet of and on the same street as the film location shall receive a written notice from the film company 24 hours prior to the start of the filming activity. Notification letter must be done on company's letterhead and must be approved by the Film Liaison before distribution.

#### INSURANCE REQUIREMENTS

1. A certificate of comprehensive liability insurance must be on file with the city before any film permit is issued. This certificate must contain an endorsement naming the City as an additional insured with the permittee.
2. Minimum coverage acceptable to the City shall be one million dollars (\$1,000,000) each occurrence for bodily injury liability and two hundred fifty thousand dollars (\$250,000) property damage.
3. The certificate of insurance shall provide that thirty (30) days written notice shall be given by registered mail to the Director of Finance prior to cancellation of the policy or reduction of coverage or amount.

4. The certificate of insurance shall be effective for a period inclusive of all actual filming days. Dressing the set and strike time shall be considered as part of the period of filming with respect to insurance requirements. Applicants that intend to film frequently in the City may submit "blanket-type" coverage having the same effective dates as the master policy.
5. The permittee shall conform to all applicable federal and state requirements for workers' compensation insurance for all persons operating under the permit and shall provide proof of such insurance. Any City personnel hired by the film company, as an independent contractor shall be covered under the film company's workers' compensation insurance policy.

#### PUBLIC SAFETY REQUIREMENTS

1. Public safety officers shall be assigned to film detail at the discretion of the Police and Fire Chiefs. Permittees should expect that at least one public safety officer will be required to be present at the film site for the duration of the filming activity. Additional officers may be assigned at the discretion of the City based on the scope and nature of the filming activity.
2. Public safety officers assigned to movie detail are employees of the City, not the film company. They will enforce all City regulations as well as the conditions of the permit. The responsibility of the public safety officer encompasses the safety of South Pasadena citizens as well as those of the film company.

#### PARKING REQUIREMENTS

1. All vehicles associated with the film activity must be identified on the scaled plan (see **Exhibit "D"**).
2. Written permission is required from property owners or tenants impacted by parking occurring in front of their property (see **Exhibit "C"**).
3. 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.
4. The posting of "No Parking" signs shall be the responsibility of the film company. The signs shall indicate the day and date of the parking restrictions and shall be posted 24 hours in advance of the commencement of film activity. Signs shall be removed at the conclusion of filming activity by the film company.