

CITY OF SOUTH PASADENA

FILM POLICY

Amended November 1, 2012

INTRODUCTION

The City of South Pasadena welcomes any business or individual that wishes to engage in commercial filming, videotaping or still photography. Film permits are required for all commercial filming activity on public or private property within the City. Students and non-profit organizations filming for non-commercial and educational purposes may be exempt from fees but are still required to obtain permits. The guidelines and regulations contained herein apply to all filming activity. In addition, conditions may be attached to individual permits.

SHOPPING SOUTH PASADENA

The City of South Pasadena is home to many convenient service and retail enterprises that offer goods and services needed by film companies. We encourage film companies and their crews to patronize local businesses.

FILM PERMIT APPLICATION REQUIREMENTS

1. Film permits are issued by the Film Liaison in the Finance Department at City Hall, 1414 Mission St, First Floor. Office hours are Monday-Thursday 7:30 a.m.-5:00 p.m. and Fridays 7:30 a.m.-4:00 p.m.
2. Applicants are required to complete a **“Film Permit Application” form (Exhibit “A”)** including all attachments as described in this policy. The completed form must be submitted to the Film Liaison prior to the processing of the application. All forms may be faxed to (626) 403-7251.
3. The review and approval process takes up to 48 hours to complete; it is recommended that applicants submit completed applications at least three days before filming to ensure timely issuance of film permits.
4. The process for obtaining a film permit in a frequently filmed area involves additional review and approval criteria premised on the real or perceived impact to frequently filmed areas of the City. The City retains the right to deny the permit to prevent or mitigate neighborhood fatigue. Permit requests for filming in a frequently filmed area may be approved, conditionally approved, or denied. See addendum to Film Policy entitled **“Guidelines for Film Permitting in Frequently Filmed Areas.”**

5. The rules and regulations of this film policy are understood to be conditions of the film permit unless otherwise noted. Additional conditions may be attached to film permits at the discretion of the City. If any conditions are violated, the City may cancel the permit.
6. The City Manager or his designee must approve any waiver of a requirement or condition. The City Manager (or designee) has the final authority on the granting or conditioning of film permits.

FEES / REFUNDS

All fees are payable at the time the film permit application is approved, and before filming may begin. Current fees described below are listed in the City's Master Schedule of Fees.

Public Safety Fees – A deposit equivalent to at least eight hours per scheduled day per officer at the current rate for public safety is required at the time of submittal. This amount is fully refundable if and only if the permit is cancelled at least 24 hours prior to the scheduled start time. The public safety fee has an eight hour minimum. The City's Finance Department will bill the balance of the public safety fee owed the City beyond the deposit collected to the applicant.

DEFINITIONS

1. "Normal filming hours" are 7:00 a.m. to 7:00 p.m.
2. "Extended filming hours" refers to any filming activity that occurs between 7:00 p.m. and 7:00 a.m. everyday.
3. "Adjacent area" refers to any location on private or public property immediately bordering the side property lines of , and on the same street as, the filming location.
4. "Neighbor" applies to a commercial or residential occupant. This may be a property owner or tenant.
5. "Film location" refers to the specific place where filming is taking place.

PROHIBITED ACTIVITIES

The following activities are not permitted in the City of South Pasadena without the written consent of the Police Chief or his designee:

1. Gunfire or blank fire;
2. Bull horns, sirens or public address systems.

SCALED PLAN

A scaled plan drawn on the attached **Parking Equipment Map form (Exhibit “D”)** shall be provided for all affected areas.

PERMISSION TO USE PROPERTY

1. A **“Permission to Use Property for Filming” form (Exhibit “B”)** must be completed and signed for every private property used as a film location. End time is the point in time when all vehicles and persons involved in the filming activity leave the film location.
2. All requests for filming must adhere to the following signature requirements:
 - 51% of the neighbors within 300 feet of the film location for activity between the extended filming hours of 7:00 p.m. and 10:00 p.m.,
 - 75% of the neighbors within 300 feet of the film location for activity between the extended filming hours of 10:00 p.m. and midnight plus 100% of adjacent neighbors, and
 - 100% of the neighbors within 300 feet of the film location for activity between the extended filming hours of midnight and 7:00 a.m.
 - Written permission from property owners or tenants where parking of film production vehicles is occurring in front of their property.

300 feet means: 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 and may require signature of property owners and/or tenants of properties abutting the rear of the film location.

3. 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 activity is occurring.
4. For still photography film shoots taken on private property, signatures are required from the property owners only. For still photography film shoots taken on city property, signatures are not required from property owners or tenants; 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 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.