

Administrative Policy Manual
Policy No: 12-01
Original Date: January 17, 2012

Approved: *Kevin Kearney*

SUBJECT: Film Policy

PURPOSE: To outline policies relating to obtaining the necessary approvals for the issuance of film (which includes features, commercials, movies, music videos, photography, student and television) permits.

BACKGROUND

In accordance with Bradbury Municipal Code Section 13.01.340, the City of Bradbury issues Film Permits to businesses and individuals who wish to film on public or private property within the City limits. Filming activities include but are not limited to all on-site preparation (prep), filming and all breakdown (strike) activities. The City Manager has the discretion to impose additional conditions to the City Film Permits in order to protect the welfare and safety of residents. Failure to comply with any of the stated conditions shall be grounds for revoking the permit.

POLICY

Requirements to Obtain a Film Permit

A completed application must be submitted no later than 5 days before filming begins (including prep).

- ✓ The application must contain approvals from the Los Angeles County Sheriff's Department and Los Angeles County Fire Department.
- ✓ When necessary approval from the Homeowners Association must be obtained.
- ✓ Approval of residents within 500 feet of the subject location must be obtained. The approval must be in the form of a petition, signature card, facsimile or email and is subject to City verification. Approvals must be from property owners/tenants over the age of 18 for each parcel located within a 500 feet perimeter of the property where the filming is taking place.
- ✓ A filming layout diagram and parking plan must be submitted with the application. All vehicles and equipment must be parked in designated areas only. Should directional signage be required it should be minimal in both size and color and be kept to a minimum. Parking on public streets is strongly discouraged. Parking of film vehicles or the blocking of streets by vehicles belonging to the Production Company or production staff without authorization and identification will be cited by the Sheriff's Department.

- ✓ Certificates of Insurance must be attached.
- ✓ At the discretion of the City, a Community Services Officer (CSO) may be present during all filming that occurs within City limits. The City contracts with the CSO and costs may be associated with the service.

Film Production Hours of Operation

Filming activity may take place between the working hours of 7:00 am and 10:00 pm Monday through Friday only, excluding legal holidays. Extended hours may be considered depending on impact to the community.

7:00 am to 10:00 pm “working hours”

- 75% approval is required from all property owners and/or tenants, over the age of 18 for each parcel within 500 feet of the perimeter of the property on which filming is to take place with consideration of verified abstentions from the City Manager.

10:00 pm to 7:00 am Monday – Friday/ Saturday and Sunday all day: “extended hours”

- 100% approval is required from all property owners and/or tenants, over the age of 18 for each parcel within 500 feet of the perimeter of the property on which filming is to take place with consideration of verified abstentions from the City Manager.

Insurance

The Production Company shall be required to present to the City (attached to the application) a Certificate of Insurance with the following coverage:

- ✓ General Liability Insurance in an amount not less than \$2,000,000 naming the City of Bradbury, its officers, employees, agents and volunteers as additional insured for protection against claims of third persons for personal injuries, wrongful deaths and property damage and to indemnify the City for damage to City property arising out of the applicant’s Film Activity. The certificate shall not be subject to cancellation or modification until after thirty days written notice to the City. Such insurance shall be evidenced by the Standard General Liability Special Endorsement Form mandated by the California Film Commission which will remain on file with the City.
- ✓ Evidence of Worker’s Compensation Insurance for all persons operating under a City Film permit shall be provided as required by State Law.

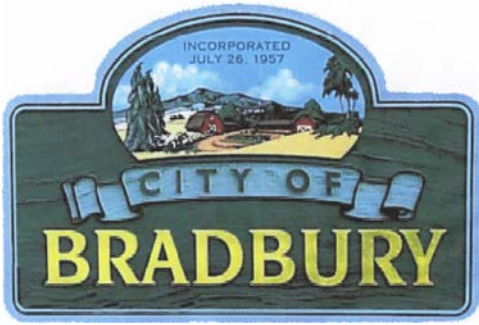
Fees

The Production Company shall pay to the City all applicable fees and deposits prior to issuance of a City Film Permit. Any cancellation of the Film Activity after a City Film Permit has been issued will result in a forfeiture of 50% of the permit as a processing

fee. All refund requests must be made in writing and can take up to six weeks for processing.

The permit fee is \$1,030 per day (private or public property). The City Manager may reduce this fee to an amount to no less than \$500 per day; however, the City Council normally expects non-profit filming to pay the full \$1,030. Examples for possible reduction include still self-contained photo shoots, student films for college course work, or public service announcements.

Any negotiations or arrangements for filming activity on private property shall be the concern of the Production Company and the private property owners. The City disclaims any involvement in or responsibility for those negotiations or arrangements.



City of Bradbury

FILM PERMIT APPLICATION FORM

Today's date: _____

Name of Film Company: _____

(Contact person) (Address) (Phone number)

Filming location: _____
(Address) (Property owner) (Phone number)

Date of filming: from _____ to _____

Hours of filming: from _____ to _____

Name of film/commercial: _____

Specify number and size of vehicles: _____

Where will vehicles be parked? _____
(Parking on public streets is discouraged)

Size of Crew: _____

Will signs be posted? If so, how many? _____
(Signs shall be no larger than 4sq. feet and shall be inoffensive in color, preferably white or off-white and the number of signs shall be kept to a minimum.)

Requirements

Have you provided a certificate of liability insurance in the amount of at least \$1 million, naming the City of Bradbury as an additionally insured? _____

Have you provided a certificate of workers compensation insurance for a minimum of \$1 million? _____

Have you obtained clearance with both the Los Angeles County Fire Department and the Los Angeles County Sheriff's Department? _____ (please attach proof)

Has the Homeowners Association been notified? (if applicable) _____

Is the City's Community Services Officer needed for the filming? _____

City Manager Approval _____ Date _____