



City of Pasadena
Film Permit Application

FILM PERMIT NO: \_\_\_\_\_

DATE OF ISSUE: \_\_\_\_\_

FILMING & SPECIAL EVENTS | 100 N Garfield Ave S116 | Pasadena CA 91109tel: 626-744-3964 | fax: 626-744-4785 | filmoffice@cityofpasadena.net

- COMMERCIAL, FEATURE, TV SERIES, TV MOVIES, STILLS, INTERNET / WEB, REALITY TV/DOCS, STUDENT, MUSIC VIDEO, OTHER (circle one): PSA, Directors Reel, DVD, Info

Production Title: \_\_\_\_\_ Total # Cast \_\_\_\_\_ Crew: \_\_\_\_\_
Company: \_\_\_\_\_ Office Ph: \_\_\_\_\_ Fax: \_\_\_\_\_
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Location Mgr: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Email: \_\_\_\_\_
Asst. Loc.Mgr: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Email: \_\_\_\_\_
Director / Photographer: \_\_\_\_\_ Production Manager: \_\_\_\_\_
Location Dept Phone: \_\_\_\_\_ Location Department Fax: \_\_\_\_\_
Permit Service: \_\_\_\_\_ Office Ph: \_\_\_\_\_ Office Fax: \_\_\_\_\_

FILM LOCATIONS & DATES: IMPORTANT! To avoid conflicts with construction projects, production company is responsible for calling Paulette Brown (626) 744-4717 AND Alexis Shaidnagle (626) 744-4195.

Loc 1: \_\_\_\_\_ Film Dates: \_\_\_\_\_ Times: \_\_\_\_\_ C R
Loc 2: \_\_\_\_\_ Film Dates: \_\_\_\_\_ Times: \_\_\_\_\_ C R
Loc 3: \_\_\_\_\_ Film Dates: \_\_\_\_\_ Times: \_\_\_\_\_ C R
Loc 4: \_\_\_\_\_ Film Dates: \_\_\_\_\_ Times: \_\_\_\_\_ C R
Prep Days #1: \_\_\_\_\_ Times: \_\_\_\_\_ Strike Dates: \_\_\_\_\_ Times: \_\_\_\_\_
Prep Days #2: \_\_\_\_\_ Times: \_\_\_\_\_ Strike Dates: \_\_\_\_\_ Times: \_\_\_\_\_
Prep Days #3: \_\_\_\_\_ Times: \_\_\_\_\_ Strike Dates: \_\_\_\_\_ Times: \_\_\_\_\_
Prep Days #4: \_\_\_\_\_ Times: \_\_\_\_\_ Strike Dates: \_\_\_\_\_ Times: \_\_\_\_\_

If you are requesting to work before 7am or after 7pm, please indicate why this is a necessity:

- Budgeting Scheduling, Creative, Property Requirement, Other: \_\_\_\_\_

FILMING ACTION: Write all numbers that apply, i.e. Location No. For example: 1,2,5 INT Dialogue

Table with 5 columns: INT Dialogue, Dolly/Curb Lane, Police Car/Motor, Crane / Camera Crane, Tents or Pop-ups, EXT Dialogue, Camera/Curb Lane, Process Trailer, Smoke/Open Flame/Fogger, Overnight Parking, Lane Closure, Driving/Flow/Traffic, Condor, Nudity or Partial Nudity, Catering w/ BBQ, Street Closure, Drive Up/Away/By, Scissor Lift, Music Playback, Animals, Dolly/Sidewalk, Tow Shots, Wet Down, Backyard Filming, Equip/Sidewalk, ITC IPC, Rain / Snow Effects, BeeBee or Musco Night Light, Sidewalk Closure, ITC Hours, Gunfire / Weapons, Ritter Fans

DESCRIPTION OF FILMING ACTIVITIES: \_\_\_\_\_

SPECIAL 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 \_\_\_\_\_
Picture Cars \_\_\_\_\_ Vans \_\_\_\_\_ Crew Cars \_\_\_\_\_ Genie \_\_\_\_\_ Trailers/motorhomes \_\_\_\_\_ Bebee Light \_\_\_\_\_ Car carrier \_\_\_\_\_
Address of Basecamp: \_\_\_\_\_ Address of Crew Parking: \_\_\_\_\_

POSTING: Company is responsible for posting and removing No Parking signs. Indicate all posting of city streets on Parking Plan and submit with Permit. Posting must be up 24 hrs prior to call time and removed immediately after shoot. No parking signs must be purchased at The Permit Center - 175 N Garfield Ave, Pasadena, CA 91101.

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 any special conditions attached hereto.

Company Rep Signature: \_\_\_\_\_ Application Date: \_\_\_\_\_

## Film Permit Application

FILM PERMIT NO: \_\_\_\_\_

THIS PERMIT REQUIRES TAIL LIGHTS (Last truck leaves by) \_\_\_\_\_ AM/PM. Please plan your wrap accordingly.

If necessary, Officer will enforce a camera wrap ½ hour before permit expires.

City Hall and related offices, except the Permit Center, close on alternate Fridays. The Permit Center closes at noon on Fridays.

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 Police Officers or Fire Safety Officers must be submitted by 11:00AM the business day prior to the shoot or Police and Fire minimums will be due and payable. Public Works inspection costs will be charged if cancellation does not occur 48 hours in advance. THERE IS A CHARGE FOR RIDERS.**

All permit fees must be paid in full before permits will be issued. Payment may be made with checks payable to City of Pasadena or by credit card over the phone.

**----- FOR CITY USE ONLY -----**

Film Liaison APPROVAL: \_\_\_\_\_ Date \_\_\_\_\_  
 Police Dept APPROVAL: \_\_\_\_\_ Date \_\_\_\_\_  
 Police Requirements: \_\_\_\_\_

Parking Plan _____	Traffic Eng _____	Fire _____	Y N _____	Parks App _____
Notification _____	Closure Plan _____	Police _____	Y N _____	Walk-through _____
Signatures _____	Terms/Cond _____	O/N Pkg # _____		Sq. Footage _____
Film Host _____				Hvy Equip in _____
Permission _____	Public Works _____	Crane Specs _____		Park _____ Y N _____
Insurance _____	BSFMD _____	Student _____		Park Est _____
	Public Works _____	Letter _____		Rec'd _____
W / C _____	Deposit _____	501C-3 _____		Park Pmt _____
				Appt _____
Auto _____	AHS _____	Budget _____		Park Permit _____
				Released _____

Permit	\$55.91/\$360.85	Dy	\$	Transportation Engineer	\$49.85	Hr	\$
Enterprise Zone 50%	\$667.95/\$850.77						
ITC/Closure	\$210.30	Hr	\$	Assoc Transpo Engineer	\$44.03	Hr	\$
Police Officer	\$78.42	Hr	\$	Asst Transpo Engineer	\$39.35	Hr	\$
Police Supervisor	\$106.65	Hr	\$	Crew Sign Fee	\$63.90	Ea	\$
Police Vehicle	\$42.50	Ea	\$	No Parking Signs	\$1.24	Ea	\$
Fire Safety Officer	\$55.00	Hr	\$	Permit Rider Fee	\$109.20	Ea	\$
Fire Supervisor	\$60.50	Hr	\$	Lane Closure for Parking	\$464.90	Dy	\$
Fire Spot Check	\$166.00	Hr	\$	Neighborhood Coord. Fee	\$178.30	Dy	\$
Parking Meter fees			\$	Streets/Sidewalks/Alleys	\$70.10/ \$210.30	Hr	\$
Building Systems (BSFMD)			\$	City Hall Rental Still Photo	\$70.10	Hr	\$
Public Works Processing	\$45.35	Ea	\$	City Hall Prep/Strike	\$2,062/\$5,155	Dy	\$
Public Works Inspection	\$67.00	Loc	\$	City Hall Filming	\$4,124/\$9,279	Dy	\$
Bridges (film)	\$6,000.00 /	Dy	\$	Other City Buildings	\$70.10/\$140.20	Hr	\$
Bridges (prep / strike)	\$4,500.00						
Film Monitor	\$35.00	Hr	\$	Other			\$

**TM Total Permit Fees: \$** \_\_\_\_\_

## CITY OF PASADENA / FILMING FEE SCHEDULE

Effective: August 11, 2008

### FILM PERMIT FEE: Per day

Still Photography / Private Property	\$ 55.91
Private Property (Residential and/or Commercial)	\$ 667.95
City Property	\$ 850.77
Handheld Video Crew, 20 or fewer cast + crew (per day)	\$ 360.85
Rider Processing Fee	\$ 109.20
Crew Sign Fee, per 2 locations	\$ 63.90
No Parking Signs, per sign	\$ 1.24
Film Permit Violation, per violation	\$ 848.50
Noise Violations Charge, per violation	\$ 6,604.00
Temporary Conditional Use Permit-Filming	\$ 477.35
Non-Residential Long Term Filming (10-30 days)	\$ 6,679.48
Neighborhood Coordination Fee	\$ 178.30

- City property includes, but is not limited to all City owned buildings (City Hall, Rose Bowl, KidSpace, City Libraries, Public Schools, Police Building), City Park Properties, Public Streets, Sidewalks, Alleys, Bridges.

### PUBLIC SAFETY FEES:

Police Officer / 6 hour minimum per officer per shift	\$ 78.42 per hour
Police Supervisor / 6 hour minimum per officer per shift	\$ 106.65 per hour
Police Vehicles/per motor	\$ 42.50 per day
Fire Officer/4 hour minimum*	\$ 55.00 per hour
Fire Safety Spot Check	\$ 166.00 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-inspection of location.**

### PUBLIC WORKS FEES:

Processing	\$ 45.35 per permit
Inspection	\$ 67.00 per location
<u>Traffic Review:</u> Transportation Engineer	\$ 49.85 per hour
Associate Transportation Engineer	\$ 44.03 per hour
Assistant Transportation Engineer	\$ 39.35 per hour

### 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	\$4,124.00	more than 21 cast and crew	\$9,279.00
City Hall Film/TV PREP	less than 21 cast and crew	\$2,062.00	more than 21 cast and crew	\$5,155.00

Bridges \$6,000.00 (prep / strike \$4,500.00)

#### Filming at City buildings not listed above

Still Photography, Student Films, Non-profits	\$ 70.10 per hour (2 hr. min.)
Standard Filming – Movies, TV, Commercials, Videos	\$ 140.20 per hour

#### Streets/sidewalks/alleys as principal location

Still Photography & Student Films	\$ 70.10 per hour (2 hr. min.)
Standard Filming – Movies, TV, Commercials, Videos	\$ 210.30 per hour

Traffic Lane Closure for Parking	\$ 464.90 per day
Traffic Lane Closure for Filming	\$ 210.30 per hour
Intermittent Traffic Control (ITC) -	\$ 210.30 per hour
- Running shots w/ITC	- Tow shots w/ITC
- Drive by's w/ITC	- Camera in curblane w/ITC
	- Drive ups & aways w/ITC
	- Street closure/Lane closure

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

### WAIVER OF FEES: *Public safety 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 Police Officers or Fire Safety Officers must be submitted by 11:00AM the business day prior to the shoot or Police and Fire minimums will be due and payable. Public Works inspection costs will be charged if cancellation does not occur 48 hours in advance.**

## **INSURANCE REQUIREMENTS**

**INSURANCE MUST BE FAXED TO THE FILM OFFICE ALONG WITH YOUR PERMIT APPLICATION.  
INSURANCE MUST BE ON FILE BEFORE BEGINNING PREP.**

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. City of Pasadena, its council members, commissioners, officers, employees and agents, shall be named as additional insured on general commercial policies.
3. Minimum general liability insurance limits shall be as follows:

Combined single limit of \$1,000,000 per occurrence.

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

4. Minimum automobile liability insurance limits shall be \$100,000 combined single limits unless vehicles are not involved.
5. Worker’s compensation insurance in statutory amounts. A separate Certificate of Insurance may be submitted. City need not be endorsed as an additional insured. If insured has no employees or employees who are subject to the labor code, please sign the following affidavit:
6. Insurance certificate(s) shall be provided verifying required insurance.

Please fax the certificate immediately to: Film Office 626-744-4785

An original must be mailed to:

City of Pasadena-Film Office  
100 North Garfield Avenue S116  
Pasadena, CA 91109  
626-744-3964 (phone)  
626-744-4785 (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.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Production Company: \_\_\_\_\_

Date: \_\_\_\_\_

# Sample Insurance Certificate

<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YY)
PRODUCER <b>INSURANCE BROKER</b> 123 MAIN STREET OUR TOWN, USA (123) 456-7891	<i>Contact for coverage verification</i>	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
<b>INSURERS AFFORDING COVERAGE</b>		
INSURED	PRODUCTION COMPANY 100 STUDIO DRIVE MOVIE TOWN, USA	INSURED Name should match name on permits
		INSURER A: USA ADMITTED INSURANCE COMPANY
		INSURER B: AMERICA'S ADMITTED INSURANCE COMPANY
		INSURER C:
		INSURER D:
		INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

SR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	123456	1/1/01	1/1/02	EACH OCCURRENCE \$ 1000000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> OBJECT <input type="checkbox"/> LOC				FIRE DAMAGE (Any one fire) \$ 1000000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 1000000 PRODUCTS - COMP/OP AGG \$ 1000000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTO PHYSICAL DAMAGE	123478	1/1/01	1/1/02	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				Will coverage expire during the term of the project?
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Is Workers Compensation evidenced?	233445	1/1/01	1/1/02	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1000000 E.L. DISEASE - EA EMPLOYEE \$ 1000000 E.L. DISEASE - POLICY LIMIT \$ 1000000
A	OTHER PROPS, SETS & WARDROBE MISC. EQUIPMENT 3RD PARTY PROP. DAMAGE	4547316	1/1/01	1/1/02	\$1,000,000 \$1,000,000 \$1,000,000

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

CERTIFICATE HOLDER IS NAMED AS ADDITIONAL INSURED AND LOSS PAYEE AS RESPECTS LIABILITY ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED IN CONNECTION WITH THE PRODUCTION ENTITLED: "MOVIE MOVIE"

*Are any exclusions noted?* *Has coverage been extended to provide Additional Insured status?*

<b>CERTIFICATE HOLDER</b>	ADDITIONAL INSURED; INSURER LETTER:	<b>CANCELLATION</b>
City of Pasadena 100 N Garfield Ave S116 Pasadena, CA 91109	Does the Certholder name include all required entities?	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
		AUTHORIZED REPRESENTATIVE OF INDEPENDENT INSURANCE AGENCY <i>Is it signed?</i>



**CITY OF PASADENA PERMISSION TO USE PROPERTY FOR FILMING  
TO BE COMPLETED BY FILM HOST AND SUBMITTED WITH PERMIT APPLICATION**

Tel: 626-744-3964 Fax: 626-744-4785

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 S116, 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- OCCUPYING TENANT  
Is this project a student, non-profit film, or still shoot? Circle One: YES NO

***I, the undersigned, understand that I will be assessed a City of Pasadena Filming Host Neighborhood Coordination Fee of \$178.30 per filming day. No fees are assessed toward prep or strike days, or for still photography, student and non-profit filming. The film company will initially pay this on your behalf but will seek reimbursement possibly by enacting an immediate reduction of your location rental fee. This ensures that this fee remains constant with nominal increases avoiding substantial costs incurred from administrative processing while maintaining Film Office services at the established level in obtaining neighbor clearances and conducting ombudsmanship.***

\_\_\_\_\_  
Film Host – Property Owner or Tenant Name (Please print)

\_\_\_\_\_  
Film Host Contact Name (Please print)

\_\_\_\_\_  
Film Host Signature

\_\_\_\_\_  
Film Host Telephone Number

\_\_\_\_\_  
Film Host Email address

For more information on being a good film host, please go to our website at: [www.filmpasadena.com](http://www.filmpasadena.com).

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

Permit # \_\_\_\_\_

Production Title: Count Dracula Production Co: Dracula Productions

Contact Person: Jane Doe Office Phone: 555-555-5555 Cell: 555-111-1111

Filming Dates: March 1, 2, 3, 2002 Filming Times: 7 a.m. to 10 p.m. Posting Times at this Location: 7 a.m. to 4 p.m.

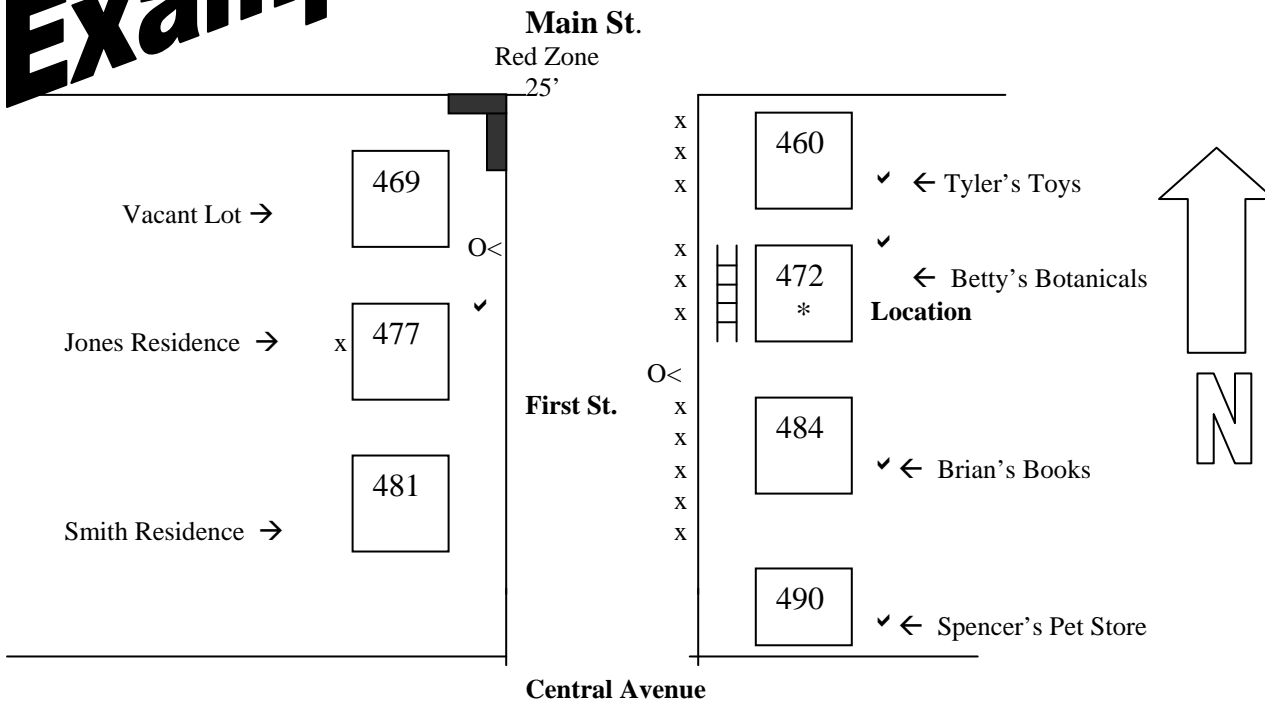
1. Draw your location street (show the nearest intersection) and show all surrounding addresses. Write the name of the business or surname of the property owner.
2. Check  each address where the property owner provided a signature.
3. Place a series of xxx's in front of those addresses where you plan to park or post no parking signs (or want the option of parking).  
**NOTE:** Film Company Reps and Safety Officers: Company shall park in front of those addresses where a signature was obtained. Officers shall check with location manager to see if he/she obtained additional signatures recently. 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 on-site officer determines that there is adequate clearance and motorist visibility with parking on both sides of the street.
4. Please write down the number of vehicles (generators, etc.) that you plan to bring.

Please show camera placements with a O< and dolly tracks with an IIII. Total # of vehicles: \_\_\_\_\_

(including generator)

Total # of parking meters posted: \_\_\_\_\_

**Example**



Please indicate RED, YELLOW, NO PARKING, AND BUS ZONES.

Film Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

PoliceDept.Rep: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF PASADENA - PARKING & SIGNATURE MAP

Permit # \_\_\_\_\_

Production Title: \_\_\_\_\_ Production Co: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

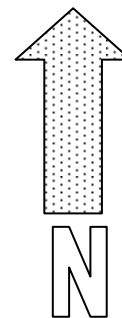
Filming Dates: \_\_\_\_\_ Filming Times: \_\_\_\_\_ Posting Times at this location: \_\_\_\_\_

1. Draw your location street (show the nearest intersection) and show all surrounding addresses.
2. Check  $\checkmark$  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 Safety Officers: Company shall park in front of those addresses where a signature was obtained. Officers shall check with location manager to see if he/she obtained additional signatures recently. 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 on-site officer determines that there is adequate clearance and motorist visibility with parking on both sides of the street.
4. Please write down the number of vehicles (generators, etc.) that you plan to bring.

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

Please show camera placements with an  $\otimes$  and dolly tracks with an IIII. Total # of vehicles \_\_\_\_\_  
 Please indicate RED, YELLOW, NO PARKING, AND BUS ZONES. (including generator)

Total # of parking meters posted: \_\_\_\_\_



Film Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

PoliceDept.Rep: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT INFORMATION:  
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. See page 11 for example.**

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. The previous noticing form letter provided by the City is no longer acceptable. **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. State the name of your company, 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 **will be** filming...,” instead state: “XYZ Company **proposes to film** 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 than 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 construction and strike down plans? Describe construction and strike down activities, dates, and times. How will it affect the neighbors? Please let the neighbors know if **no** construction and strike down is planned.
5. How many production vehicles will be parked on the street on their block? 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.

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 through 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. We realize that signatures of minors or hired help is unacceptable to the City. **Note:** 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.”

**-OR-**

**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 beeper 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 at the front door if no one is home. (Please do not use tape to attach the letter to front doors.) **Do not** place the letter in the mailbox since this a violation of federal law.

Sincerely,

Ariel Penn  
Filming & Special Events 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.

YOUR PRODUCTION COMPANY NAME  
YOUR PRODUCTION COMPANY ADDRESS  
AND PHONE NUMBER

DATE

YOUR PRODUCTION COMPANY'S NAME proposes to film A COMMERCIAL / A FEATURE FILM / A STUDENT FILM/ A STILL PHOTOGRAPHY PROJECT, A REALITY TV PROJECT, A DIRECTOR'S REEL entitled NAME OF PROJECT in your area.

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

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

We're requesting to post No Parking signs for our trucks and equipment on the NORTH/SOUTH/EAST/WEST side of STREET NAME(S). (ALSO INDICATE POSTING FOR SAFETY OR PICTURE.) The parking restrictions would be in effect DATES AND TIMES *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 property lines 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 through 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. We realize that signatures of minors or hired help is unacceptable to the City. **Note:** 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.

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, LOCATION MANAGER'S NAME AND CELL PHONE NUMBER. You may also contact the Pasadena Film Office at 626-744-3964.

Sincerely,  
LOCATION MANAGER'S NAME  
Location Manager  
PRODUCTION COMPANY NAME



## 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 1996 payroll audit by the Motion Picture Association of America, \$450 million dollars in production payroll is paid to Pasadenians 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 in a residential neighborhood is limited to 6 days per calendar quarter (15 days in a non-residentially zoned area) 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 **three types of companies** which film in Pasadena: motion picture/television companies, television commercial companies, and industrial/educational/student/video productions. A production can have anywhere from one pick-up truck for an educational film to 15 trucks for a major feature film.

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

**Commercial companies** will usually bring 5 small 20-foot trucks on location and 15 to 30 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 75% 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. 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.

### **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 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 concerns.

If you have some difficulties when the company is on location, immediately notify the Pasadena police officer at the location. The police officer is an employee 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 the police officer is unable to resolve the situation, you may request that the officer 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. Hours of filming and parking will be limited. Construction and set/prop removal 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.

### **How do I rent my house to the film industry?**

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

### **How do I obtain further information regarding filming in Pasadena?**

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



## 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. Room S116 • Pasadena, CA 91101**  
**tel: (626) 744-3964 • fax: (626) 744-4785**  
**www.filmpasadena.com**

**CITY OF PASADENA  
PERMISSION - ADJACENT AREA**

Page(s) \_\_\_\_\_ of \_\_\_\_\_

\*\*\*NAME, BUSINESS NAME (IF APPLICABLE) AND ADDRESS MUST BE LEGIBLE. BUSINESS NAME MUST BE INCLUDED FOR NON-RESIDENTIAL PROPERTIES.

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.

\_\_\_\_\_, 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 filming activity parked on our City street.  
 (first arrival) (tail lights) (how many)

**SPECIAL CONDITIONS:** \_\_\_\_\_  
 \_\_\_\_\_

**We, the undersigned, hereby state that we have read the notification letter and we raise no objections to the above referenced filming activity.**

PRINT NAME	BUSINESS NAME	ADDRESS	SIGNATURE	DATE SIGNED
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Signatures of minors or hired staff are not acceptable and are checked at random for credibility. Copies of the regulations governing filming activities in the City of Pasadena are available at: [www.filmpasadena.com](http://www.filmpasadena.com) or by calling 626/744-3964.

# **Pasadena Film Office**

## **POSTING INSTRUCTIONS**

**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.**

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 Permit Center, 175 N. Garfield Ave., Pasadena CA 91101. Permit Center hours are Mon. through Thurs. 8am-5pm and Fridays from 8am-12pm. The signs are located on the left side of the reception desk in the lobby. Indicate the Production Co. name, permit # and number of signs on the sign-out sheet on the counter.
3. Film company will be charged \$1.24 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. When parking at meters, 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 will verify the correct dates and times of filming upon their arrival on the day of 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. Signs need not be returned to the Permit Center but must be disposed of appropriately.

## **ADDITIONAL POSTING REQUIREMENTS FOR BUSINESS DISTRICTS**

**Filming projects in business districts are encouraged to promote positive relations with neighboring businesses by posting signs alerting customers that local businesses remain open during filming activities.**

1. Post sandwich board signs on the sidewalks on both sides of the street reading, “Businesses are open. Sorry for any inconvenience.” These signs must be checked out from and returned to the Film Office. Damaged or lost signs will be billed to the film company.
2. 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. These arrows must be checked out from and returned to the Film Office. Damaged or lost signs will be billed to the film company.

**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 the Pasadena Permit Center, 100 North Garfield Avenue S116, Pasadena, California 91109. Telephone 626-744-3964. Filming includes videotaping and still photography.
2. Please fill out the Application Form completely and attach the following documents on the forms provided, as applicable:
  - a) Scaled Plan - required for all 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 must 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 must 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 must accompany the film permit.
  - f) Certificate of Insurance Form - must 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 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.

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. 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 \$848.50 dollars per violation has been assessed. 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 officer may be modified at the discretion of those departments.

13. Frequency of Filming: 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. Still Photography: 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**

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1. Location Manager or Production Manager should check in with your police officer(s). Officers 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) 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 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 will cite the company for a \$848.50 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 the Traffic Engineer, Public Works and Transportation Department, in addition to it being noted on your film permit.

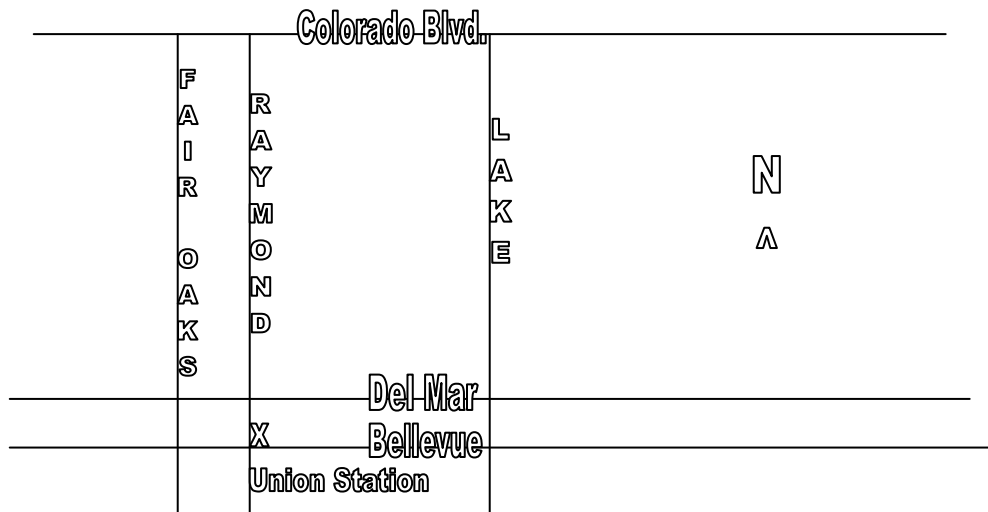
*The company must post temporary no parking signs. This needs to be done 24 hours in advance in order to be enforced.*

14. *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.*
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 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, also during smoke scenes in residential homes when vision is obstructed.
18. The Police Officer 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 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) 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 626/744-4602, 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 shall cite you for a \$848.50 per violation civil penalty for permit violations.
25. Permittee agrees to comply with all applicable laws and to maintain the premises in good condition and to return said premises in the same condition as it was before said use.



# Left-over catering food? Pasadena's homeless could use it!

Drop it by our Union Station Foundation,  
Pasadena's Homeless Shelter  
At 412 South Raymond Avenue (at Bellevue).



Call 626-449-4596 before your arrival.

*A tax write off (donation form) will be prepared at the time of delivery.*

Union Station Foundation is the San Gabriel Valley's largest private agency serving the poor and homeless, providing more than 115,000 meals a day and nearly 21,000 nights of shelter per year. Union Station's supportive services include community healthcare, case management services, 12 step meetings, career development and job placement, legal assistance, transitional housing and special programs for homeless families. More than 70% of Union Station clients have found stable housing after their stay with the agency.

**CITY OF PASADENA - RIDER FOR FILM PERMIT**

Please use this form to make any revisions to your original permit application.

RIDER NO. \_\_\_\_\_

Permit No: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Production Title \_\_\_\_\_

Describe Change(s) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Location No.	DATE(S)	HOURS	FILM	PREP	STRIKE
No. _____	_____	_____	_____	_____	_____
No. _____	_____	_____	_____	_____	_____
No. _____	_____	_____	_____	_____	_____
No. _____	_____	_____	_____	_____	_____

===== OFFICE USE ONLY =====

Permit Fees to Date: \$ \_\_\_\_\_ Date of Payment: \_\_\_\_\_

**Fees for this Rider:**

**Additional Attachments:**

Permit \_\_\_\_\_ PWorks \_\_\_\_\_  
 ITC/Closure \_\_\_\_\_ T-Eng \_\_\_\_\_  
 Police \_\_\_\_\_ BSMD \_\_\_\_\_  
 Fire \_\_\_\_\_ \_\_\_\_\_  
 Rider Fee \_\_\_\_\_ \_\_\_\_\_

Agreements \_\_\_\_\_  
 Signatures \_\_\_\_\_  
 Parking Plan \_\_\_\_\_  
 Notification \_\_\_\_\_

TOTAL FEES THIS RIDER: \$ \_\_\_\_\_ TOTAL AMOUNT DUE: \$ \_\_\_\_\_

Police Requirement \_\_\_\_\_ by \_\_\_\_\_ Canceled in time Y / N  
 Fire Requirement \_\_\_\_\_ by \_\_\_\_\_ Canceled in time Y / N  
 PW Requirement \_\_\_\_\_ by \_\_\_\_\_ Canceled in time Y / N  
 DOT Requirement \_\_\_\_\_ by \_\_\_\_\_

Except as amended above, all other terms and provisions of the original permit shall remain in force. When signed by a City Official, this Rider becomes part of, and must be attached to the original permit at all times.

\_\_\_\_\_  
 Company Representative

\_\_\_\_\_  
 City Official