

Pasadena Film Office Filming in Pasadena Parks

Revised 3/27/08

Following are basic guidelines pertaining to this specific location. Exemptions or additional restrictions may apply based on specific permit application times, dates, and activities. Please read the entire permit application at www.filmpasadena.com for complete filming regulations and speak with the Film Office regarding your specific project. For more information call the Film Office at 626-744-3964. (Updated 190/10/06 - 2 pages)

IMPORTANT: Two permits are required to film in a Pasadena park - a Filming Permit and a Park Use Permit.

Availability

The Pasadena Film Office is the liaison between the Pasadena Parks and Human Services and Recreation Department and the film company. Please call the Film Office to check park availability. A film permit application must be submitted to the Film Office to put an administrative “hold” on specific dates for production. No park filming is permitted on City holidays.

Park Hours

Park film hours are generally 6am – 10pm (signatures may be required). Filming in Arroyo Seco Park is restricted to daylight hours between dawn and dusk.

Processing Time:

Three weeks notice is generally required to film in a park; however, this does not guarantee that the permit will be approved. Keep in mind that a film permit is not approved until a fee estimate has been issued, even if filming has been approved by the Park Maintenance Supervisor. There are often issues involved which the Park Maintenance Supervisor would not be aware of.

Process

- 1.) Submit Film Permit Application and insurance to Pasadena Film Office.
- 2.) Film office will provide contact information for the Park Supervisor and a site plan of the park. The film company must set up an appointment with the Park Maintenance Supervisor to do a walk-through of the park. During the walk-through the Park Maintenance Supervisor must indicate on the site plan the areas of the park and/or parking lot and estimated square footage or number of parking spaces to be utilized by the company.
- 3.) Film company submits Parks Reservation Request and approved site plan with estimated square footage to the Film Office.
- 4.) Film Office forwards Parks Reservation Request, approved site plan and estimates square footage to the Parks Reservations Desk. If the activities are approved, the Film Office will forward a Parks fee estimate to the film company within two business days.
- 5.) The Film Office will arrange an appointment time for the film company to bring a check or credit card for payment of Park fees and a damage deposit based on activity to the Parks Reservations Desk in the lobby of the Permit Center. The Parks Reservations Desk will provide the film company with a Park Use Permit.

Renting Park Parking Lots FOR PARKING ONLY – Not Filming

No Film Permit is required for parking only. Customer should fill out a Park Reservation Request and submit it to the Park Reservations Desk in the lobby of the Permit Center and deal with their staff directly.

Parking requests (not involving filming) may be turned around in one or two days.

Lot I is generally unavailable for production parking unless Rose Bowl lots are unable to accommodate customers' requests.

Insurance

Film company must provide insurance to the Film Office naming the City of Pasadena as an additional insured, as specified in Film Permit application. (See 1 above.) Note: If using a Bungee Jumping Co., that company must also provide insurance listing the City of Pasadena as an additional insured.

Film Permit Fees

Park fees are in addition to Film permit fees. For Film Permit fees, see the Film Permit Application. A Parks fee estimate will not be available until steps 1 – 4 above have been completed. Park fees are determined by a complex formula

that involves crew size, the size of the area rented, the hours they will be using factored with the time of day (a.m. or p.m. hours have different rates) and the rate for the particular facility.

Film, prep and strike days may be staffed by police, park attendants, or a combination of the two, to be determined case by case. Hold days and overnight parking or equipment, if approved, may be staffed by Production's private security. Brookside, Memorial and Victory Parks require two attendants. Memorial Park may be cut back to one attendant after initial two hours at the discretion of Parks and Human Services & Recreation, but requires two attendants during strike.

Damage Deposits

A refundable damage deposit (amount dependant upon activity) must be paid along with Park fees. (See 5 above.) Any necessary Park maintenance and repairs will be taken out of the deposit. Contact the Park Reservations Desk for refunds of damage deposits at 626-744-7195.

Brookside Park Notes:

No amplified live music is permitted in Brookside Park.

Memorial Park Notes:

Bathrooms in the Memorial Park band shell are not available for use by film crews. Production can rent a portable toilet unit to park close to the band shell if they desire. Production is not to use ANY furniture or other items they may find in the band shell. Trucks can pull up to the band shell through the Senior Center parking lot, along the walkways on the east side of the shell (not the west side.) The east side walkway can accommodate a 5 ton truck. The walkways on the Raymond side cannot accommodate large vehicles.