



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 business days before filming begins (including prep).

1. The application shall contain approvals from the Los Angeles County Sheriff's Department and Los Angeles County Fire Department.
2. When necessary, approval from the Homeowners' Association shall be obtained.
3. Approval of residents of the subject location(s) shall 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 where the preparation, filming, and breakdown activities are taking place (hereinafter the "Properties"). Approval of one resident of a parcel will be deemed approval of all, unless challenged by another resident of the same parcel. Verified abstentions by the City Manager will be deemed as approvals.

4. 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. 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.
5. The application shall detail all activity which may cause Public Alarm, such as the use of any animals, gunfire or pyrotechnics, low flying helicopters and/or unmanned aircraft systems (drones).
6. Certificates of Insurance must be attached.
7. At the discretion of the City Manager, a Community Services Officer (CSO) may be present during all filming that occurs within City limits. The City contracts with the CSO and costs associated with the service will be assessed to the applicant.

Film Production Hours of Operation & Noticing

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 Properties, and 90% of the properties immediately adjacent to the Properties.

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

- 90% 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 properties, and 100% of the properties immediately adjacent to the Properties.

The City Manager shall have the discretion to extend or decrease the boundary of resident noticing based on the activities specified in the permit application, including, but not limited to, factors such as the level of Public Alarm and geographical considerations. Boundary adjustment shall be no more or less than fifty-percent (50%) of the set approvals.

Filming is limited to a maximum of a thirty (30) day shoot without a three-month break. No new filming production can take place on the same property (other than a series, which shall have a minimum hiatus of three months between seasons) for a period of twelve (12) months from the wrap and release from a previous shoot.

Insurance

The Production Company shall be required to present to the City (attached to the application) a Certificate of Insurance with the following minimum 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 insureds for protection against claims by third persons for personal injuries, wrongful deaths and property damage, and to indemnify and defend the City for damage to City property arising out of or related to the applicant's Film Activity. The certificate shall not be subject to cancellation or modification until the completion of all planned production activities, including the strike and restoration of all locations, and for one year thereafter. 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 but before prep has commenced will result in a forfeiture of 50% of the permit as a processing fee. There shall be no refund after prep has commenced. 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 no less than \$500 per day for good cause and in his or her sole discretion; however, the City Council normally expects non-profits engaging in filming to pay the full \$1,030. Examples for possible reduction include self-contained still photo shoots, student films for college course work, or public service announcements.

Any negotiations or arrangements for prep, filming, and strike activity on private property shall be the concern of the Production Company, the private property owners, and any applicable Homeowners Association. 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)

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

Location Logistics		
<i>Activity Type</i>	<i>Dates(s)</i>	<i>Time(s)</i>
Preparation		
Filming		
Strike		
Hold		

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.)

Briefly describe filming related activities (e.g. interior/exterior dialogues, driving activities, stunts, special effects, etc.):

Detail any filming related activities that may cause Public Alarm, such as the use of any animals, gunfire or pyrotechnics, low flying helicopters and/or unmanned aircraft systems (drones):

Requirements:

The following are requirements for obtaining a film permit within the City of Bradbury. Where applicable, attach proof for all listed items:

Have you provided a certificate of liability insurance in the amount of at least \$2 million, naming the City of Bradbury as an additionally insured? _____

Have you provided a certificate of Worker’s Compensation Insurance? _____

Have you obtained clearance from the Los Angeles County Fire Department? _____

Have you obtained clearance from the Los Angeles County Sheriffs Department? _____

Have the appropriate resident approvals been obtained? _____

Where there any resident abstentions? If so, which? _____

If applicable, has the Homeowners Association approved of all filming related activities? _____

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

City Manager Approval _____ Date _____