

# City of El Segundo

## INSTRUCTIONS AND REGULATIONS FOR CONDUCTING FILMING, VIDEOTAPING, AND STILL PHOTOGRAPHY ACTIVITIES

350 Main Street, El Segundo, CA 90245 Phone (310) 524-2317 [filming@elsegundo.org](mailto:filming@elsegundo.org)

Application processing will be coordinated through the REVENUE DIVISION. These instructions are meant to serve as a guide for processing a film permit application. These instructions are not deemed to be all-inclusive. Please refer to Title 4, Chapter 11 of the El Segundo Municipal Code for the complete text of the code.

### FILM PERMIT PROCESSING:

#### TIME REQUIREMENTS

Film Permit applications **may** require up to **FIVE (5)** business days for processing before the filming date.

- **TWO** weeks advance notice is preferred to reserve Parks and Recreation Facilities for filming.
- Shorter lead times for filming that does not require City services and is low impact filming will be considered on a case-by-case basis.
- Longer lead times may be required for filming involving closure of public streets or right-of-way, or use of pyrotechnics, fire, or explosives for special effects. All special effects must be approved and/or permitted by the El Segundo Fire Department.

#### APPLICATION PROCESSING

1. A COMPLETE APPLICATION is submitted within the TIME REQUIREMENTS. The non-refundable application fee (\$1,618.00) must accompany the application. **Incomplete applications will not be accepted for processing.**
2. The complete application is submitted by the Administrator to the REVIEWING OFFICERS.
  - Based on the scope of the proposed filming a pre-filming operational meeting may be required.
3. When the application review is complete;
  - The permit fees are calculated and collected,
  - Applicant accepts the permit approval or conditional approval in writing by signing the indemnification agreement, and the permit is issued by the Administrator.

**PERMIT APPLICATION** – Only applications containing the following items will be considered **COMPLETE**:

1. The name, mailing address, and daytime telephone number of the person who will be present during, and responsible for the filming;
2. The address(es) or place at which the activity is to be conducted;
3. The specific location(s) at such address(es) or place(s);
4. The inclusive times and dates such activity will transpire;
5. A general statement of the character or nature of the proposed activity;
6. The number of personnel to be involved;
7. Anticipated use of any animals, pyrotechnics, fire, or explosives;
8. The food servicing arrangements;
9. Requests for special assistance at the location, including, without limitation, street closure, traffic control, and emergency services;
10. Whether the activity to be filmed includes vehicle chases or other activities dangerous to the participants or to the public, with a description of the activity to be filmed.
11. The amount and type of equipment and vehicles to be involved;
12. A declaration regarding notification of residences and businesses within the proximity zone as required;
13. Such other information as the administrator deems appropriate.
  - Plot Plan/Site Map - mandatory for all filming activities.
  - Parking Plan – mandatory for all filming activities which require parking or occupancy by any vehicle, equipment, or person associated with the filming activity on the public right-of-way.
  - Permission to Use Property Form – required for all filming activities on privately owned property.
  - Student and Non-Profit – letter from the school identifying the student or proof of non-profit organization.

**FILMING NOTIFICATION** – To meet the application and time requirements the Filming Notification must be delivered a minimum of **ninety-six (96) hours** prior to filming.

1. The Filming Notification must be delivered to every address in the Proximity Zone(s) on a form approved by the Administrator. (See sample for format and required language.)
2. A declaration regarding notification of residences and businesses within the proximity zone(s) is signed by the applicant. In conjunction with the signed declaration of delivery, the Applicant must submit a list detailing every address to which a notice was delivered.
3. Failure to distribute the notification letter as required will prevent the agency, filming/production company and/or applicant from submitting future permit applications.

#### **INDEMNIFICATION AGREEMENT**

Permittee must enter into a hold harmless agreement with the City which, in part, indemnifies City, its officers, employees, and agents, from any liability arising from permittee's filming in a form approved by the City Attorney.

## INSURANCE REQUIREMENTS (See Examples)

It is recommended the film company contact the Risk Manager to ensure that the insurance requirements are met.

### 1. Certificate of Insurance Form :

- **Minimum** requirements are: \$1,000,000 General Liability, \$100,000 Auto Coverage, and statutory limits for Worker's Compensation.
  - **Cancellation Clause: Must be amended to read exactly as follows:** "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT."
2. Endorsement Form as required by the City's Risk Manager.
  3. Workers' Compensation coverage with a Waiver of Subrogation.

## FEES AND DEPOSITS

1. Non-refundable film permit application fee: \$1,618.00 is required when the application and supporting documents are filed for processing.
2. Per Day of filming: \$128.00 (\*See filming definition in municipal code.)
3. Film permit revision/rider: \$278.00 each.
4. Right-of-way permit fee: \$890.00 per day, per area, shall be paid whenever the permittee uses any portion of any public street, road, right-of-way or building, other than a building or property owned or controlled by the City. There are separate fees established for the use of these locations.
5. In addition to the fees and charges herein above established, the permittee shall pay all costs and direct overhead of the City for supervising, controlling and managing permittee's operation. This shall include, but is not limited to, all personnel costs, all material and supply costs, and all other direct costs and expenses of the City. These costs and expenses shall be computed at the conclusion of the project and shall be deducted from the deposit hereinafter required.
6. After the film permit application fee is paid and the application approved and before a permit is issued, the applicant shall deposit with the Director of Finance a cash deposit computed as follows:
  - Twice the amount determined by the Director of Finance to be the total cost to the City of El Segundo
  - Plus a sum equal to all permit and license fees.

## CANCELLATIONS

If filming is cancelled or a permit denied with less than a 24 hour notice, there will be a four-hour minimum charge for each police and/or fire officer assigned.

## GENERAL PERMIT REQUIREMENTS

For safety reasons, and to protect the integrity of the City's neighborhoods, the following general regulations have been established:

- a. Neighbors within a proximity zone must be protected from glare caused by lighting used for filming after sunset.
- b. Written permission will be required from the property owner(s) and/or tenants of each location to be used.
- c. The hours for filming are 7:00 a.m. to 10:00 p.m.

Conditions for filming requests east of Sepulveda Boulevard will be flexible and no stricter than those requests west of Sepulveda Boulevard. Each request will be evaluated on a case-by-case basis.

## NO PARKING SIGNAGE POSTING REQUIREMENTS

- No Parking signs must be posted seventy-two hours (72) hours prior to your event start time, including set-up.
- Verification that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from the initial placement of the signage **and** a minimum of twelve (12) hours prior to your set-up or arrival time is required. The documentation must be kept on file and provided to City representatives upon request.
- No Parking signs must be posted on the curb (sidewalk) next to the roadway tied to delineator posts.
- No Parking signs must be placed a minimum of every thirty-three (33) feet.
- Missing, collapsed, or damages No Parking signs must be replaced at least daily **and** a minimum of twelve hours prior to arrival time.



**NOTE: No permit will be issued if it will result in any address located within a proximity zone having had filming for more than 25 days in the current calendar year.**