

December 17, 2003

Mayor and Members of the  
Hermosa Beach City Council

Regular Meeting of  
January 13, 2004

## Film Permit Policy and Fee Schedule

### **Recommendation**

Staff recommends that the Council review and adopt the attached film permit policy and application.

### **Background**

A study was conducted by the Community Resources Department reviewing the general filming practices and fee structures of local and similar municipalities. The Police and Fire Departments were consulted to make additional policy recommendations.

The study was presented for review to the regular meeting of Parks, Recreation and Community Resources Commission on December 2, 2003. The existing film policy and application was adopted by City Council in September 2001.

### **Analysis**

Film permits are required for all filming activity on public or private property within City boundaries. Due to an increase in filming activity, additional guidelines became necessary to ensure the safety and protection of an environment free from unnecessary noise or disruption. The policy changes address the following:

1. Limitation on number of filming days at a location
2. Non-filming days calendar- based on the impact of special events.
3. Extended review period for all applications.
4. Conduct requirements for film crews.
5. Site-specific guidelines for the Strand.

At this time, staff recommends fees remain unchanged based on the attached fee study. However, the fee structure should be reviewed every 3 years to ensure that our fees are standard with the industry.

### **Attachments:**

1. Recommended Policy & Fee Schedule
2. Comparative Filming Fee Rate Table
3. Current Film Application and Policy, adopted 2001

Respectfully submitted,

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Shaunna Donahue

Recreation Supervisor



## **City of Hermosa Beach-Film Permit Policy & Application**

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710 Pier Avenue Hermosa Beach, CA 90254

Telephone: 310-318-0265 or Fax: 310-372-4333

The City of Hermosa Beach welcomes businesses and individuals that wish to engage in commercial filming, videotaping or still photography. Film permits are required for all commercial filming activity on public or private property within City boundaries. Students enrolled in community college, university or trade schools filming for non-commercial and educational purposes, may be exempt from fees but are still required to obtain permits. The guidelines and regulations contained herein apply to all filming activity. Conditions may be attached to individual permit based on impact.

The City of Hermosa Beach is home to many convenient service and retail enterprises that offer goods and services needed by film companies. We encourage film companies and their crews to patronize local businesses where possible.

### **Application Procedure/Requirements**

1. Film permits are issued by the Community Resources Department in the Community Center at 710 Pier Avenue, Hermosa Beach, CA 90254. Office hours are Monday-Thursday 7:00 AM-6:00 PM.
2. All applicants are required to complete a "Film Permit Application" including all attachments as described in this policy, in order to be considered for review.
3. A completed application includes: Application Form, Insurance Certificate, Parking Plan, Private Property Use Form (if applicable), Site Diagram, and Application Fee.
4. Once a complete application, attachments and application fee are received in the Community Resources Office, all documents will be reviewed and the film company will be notified within three business days (Monday-Thursday) if the application is approved. However, requested filming date must be a *minimum of seven (7) business days* from the date of application submission.
5. Film Permit Applications take a minimum of seven (7) business days (Monday-Thursday) to process. Any applications received less than seven (7) business days prior to filming day will be denied, no exceptions or deviations will be permitted.
6. The Department of Community Resources shall have the final authority to approve or deny each film request. Upon approval of the permit, the Department of Community Resources shall expedite all arrangements between the film company and the various City departments.
7. All non-permitted filming in the City of Hermosa Beach on private property or public will be subject to immediate police escort out of the City, a fine, and a suspension of future filming in the City for a minimum of six (6) months.

### **Rules & Regulations**

1. *Hours/Days Restrictions:*
  - a. General hours of filming in Hermosa Beach are Monday-Friday 7:00 AM-10:00 PM except holidays. No filming activity is permitted on any weekend or holiday, no exceptions.
  - b. Prep days, filming days and strike days must all be noted on permit application.

- c. Filming in the Commercial Zone, between 8<sup>th</sup> Street & 16<sup>th</sup> Street on Hermosa Avenue is limited to twenty (20) days during the summer months.
- d. No filming is permitted in the downtown area during the set up, implementation or tear down of any permitted City Special Event. A list of special events is available in the Community Resources office by request.
- e. The maximum number of filming days in a residential area that will be allowed for filming activity at the same location is twenty (20) days within the immediately prior twelve (12) month period of the requested date.
- f. The City will issue one film permit for each available calendar day.
- g. The City reserves the right to deny an application for filming to mitigate neighborhood fatigue in frequently filmed area.
- h. EXCEPTIONS: If a film company would like to conduct filming activities beyond the filming hours ninety percent (90%) approval signatures are required for the affected area. Please note signature verification requires additional time for approval and affected area will be determined by the Community Resources Department.

2. *Parking:*

- a. Parking permits will be granted for up to forty (40) approved spaces. Any additional parking needed may not be in City lots.
- b. All parking spaces must be posted a minimum of 48 hours in advance of crew call time by the film company. The film company is responsible to repost parking signs if needed and to remove all posted materials upon strike.
- c. All film vehicles must be clearly labeled by Film Company if parked in a designated space otherwise the vehicles will be towed.
- d. Vehicles may not be towed or moved without the express permission of the City or property owner.
- e. Driveways may not be blocked without prior written permission from the City and the property owner.

3. *Noise:*

- a. Film companies are not permitted under any circumstance to use bullhorns. If amplified sound is required, the film company must obtain the proper amplified sound permit from the Police Department.
- b. Film crew and security must refrain from all lewd or improper language within earshot of the general public.
- c. Production vehicles may not enter a neighborhood prior to the approved time listed on the permit. Please turn off engines as soon as possible. Any violation of this rule will result in revocation of permit.

4. *Traffic Control/Street Closures:*

- a. Film companies must use Hermosa Beach Police officers for film shoots requiring traffic or pedestrian control for street closures.
- b. The Strand, bike/pedestrian path just east of the beach, may not be completely blocked for more than five (5) minutes during the course of filming activity. Intermittent traffic control of Strand

is permitted by City Police officers. All non-essential film crew are not permitted to loiter on strand during filming activity.

- c. No major intersections may be blocked during rush hours: 6:30am to 8:30am and 4:00pm to 7:00pm.
- d. Streets shall not be barricaded for filming purposes, unless prior approval is obtained from the Police Chief or his designee.

5. *Notification:*

- a. Film companies are required to deliver written notification to all affected residents/merchants within a 500' radius unless additional notification is required by Community Resources Department.
- b. A film company may appeal the City of Hermosa Beach's general filming hours by obtaining film surveys with signatures from ninety percent (90%) of the affected merchants/residents. All surveys will be audited for verification purposes by the Community Resources Department. In some cases of high impact or special circumstances, the Community Resources Department reserves the right to require a film survey.

6. *Catering/Craft Service:* vehicles, tables, canopies, equipment, generators and food goods must be on private property or pre-approved locations only. Catering services may not block the public right of ways, i.e. alleys, sidewalks or streets.

7. *Interruption of Activity:* The film company is not permitted to block, delay or interrupt normal activity on public or private property. This includes but is not limited to: refuse collection, recycling procedures, street sweeping, strand sweeping, beach combing, gardening, postal or overnight deliveries, ingress or egress to property, City Public Works construction/projects or private construction work.

8. *Refuse Removal:* The film company is responsible to remove all trash receptacles, oversized bins, miscellaneous garbage, fliers, posters and food particles upon strike of film location. The Community Resources Department reserves the right to assign steam cleaning of surfaces at the expense of the film company if adequate clean up is not completed or if it is deemed necessary.

9. *Appeals:* An applicant may appeal an administrative decision regarding permit issuance or conditions of a permit by submitting a written appeal to the Community Resources Department, which upon review may be forwarded, to City Council.

## **Insurance**

The film company agrees to furnish the City of Hermosa Beach an original Certificate of Insurance naming "The City of Hermosa Beach, its officers, agents and employees as additional insured." The Film Company must provide insurance for the amount of \$1 Million comprehensive general liability, unless greater coverage is requested. The certificate must cover the entire period of the filming activity including prep and strike days. The Film Company waives claims against the City of Hermosa Beach for fees or damages caused, arising out of or in any way connected with the exercise of this permit.

## **Student Films**

1. To qualify for fee waivers the individual requesting the permit must be enrolled in a recognized college, university or trade school. *Proof of registration required, i.e. School ID Card, registration receipt, or registration card.*
2. Provide insurance from the institution naming "The City of Hermosa Beach, its officers, agents and employees as additional insured."

3. Provide a course syllabus or documentation from instructor describing the proposed project.
4. Adhere to all aforementioned rules and regulations as commercial film companies.

## **Fees & Descriptions**

- \$383.00      **Application Fee/Processing:** This fee is required at the time of submission with a completed application. This is a non-refundable fee under any circumstance.
- \$100.00      **Prep/Strike Fees:** Required for all exterior and interior filming prep or strike prior to or immediately after filming activity. These fees will be determined by the Community Resources Department based on the information provided in the application. *Minimum \$100 per day maximum \$894 per day.*
- \$894.00      **Location Fee:** Required for all exterior filming on public property including sidewalks, parks, public buildings, parking lots and all other right of ways. Required for interior filming if parking spaces are needed for equipment, vehicles or crew cars.
- \$307.00      **Business License Fee:** 30-Day License required for any commercial film company or photography studio not located within the boundaries of Hermosa Beach. Any commercial film company or photography studio with offices within the City may apply for an annual license by calling (310) 318-0206 or by visiting the Finance Cashiers Office at 1315 Valley Drive, Hermosa Beach, CA 90254.
- \$17.00 p/sp.      **Parking Fees:** Required for every space utilized within the City of Hermosa Beach with or without meters including Parking Lot A (11<sup>th</sup> Street & Hermosa Avenue), Parking Lot B (13<sup>th</sup> Street & Hermosa Avenue) and the Downtown Parking Structure.
- \$71.00 p/hr.      **Police Officer Fees:** The Police Chief or his designee will evaluate each film permit application to determine assignments as required for a safe and orderly permit. Police Officers assigned to work Film Permit locations are paid at an over-time rate and are required to work a minimum of 2 hours.
- \$67.00      **Fire Inspection Fees:** The Fire Chief or his designee will evaluate each film permit application to determine if an inspection or firefighters are required. Per location/per day.

**Fire Safety Officer Stand by/Review:** The Fire Chief or his designee will assign specific fire safety officers required for filming and special effects. Fire Officers assigned to work Film Permit locations are paid at an overtime rate, available upon request, and are required to work a minimum of 5 hours.

Film Permit Fee Comparison  
Nov-03

Fee Titles	<i>Processing</i>	<i>Public Prop fee p/day</i>	<i>Private Prop Loc</i>	<i>Prep Fees</i>	<i>Strike Fees</i>	<i>Still Photography fees</i>	<i># Days to process</i>
Burbank	300	200	0	0	0	300	2
Hermosa Beach	383	894	0	0	0	128	3
La City	450	300	0	100	100		2
LA County	450	400	400	100	100		2
Long Beach	250	400	400	0	0	150	3
Manhattan Beach	*139	1700	1700	0	0	280	15
Redondo Beach	342 p/day	facility rental	0	0	0	129	0
South Pasadena	687.5	100 p/hr	100p/hour	250p/day	250p/day		3



City of Hermosa Beach-Filming Permit Request  
 Community Resources Department: SHAUNNA DONAHUE  
 710 Pier Avenue Hermosa Beach, CA 90254  
**Fax this request to: 310-372-4333**

Date Received: _____ Staff Initial: _____	Permit No.: _____ Issue Date: _____
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Please Note the following:

- 1) This request does not constitute a permit to film in Hermosa Beach.
- 2) All applications will be reviewed within 3 business days to determine the length of time required to process.
- 3) A completed application and application fee are required to be submitted before application will be reviewed.
- 4) If your filming requires pyrotechnics or police officers 7 business days will be required to review application before a ruling may be determined.
- 5) See attached list of days filming is not permitted on public or private property.
- 6) No more than one film permit will be issued for each allowable day of filming.

**Applicant/Contact Information**

Applicant (Company Name):	
Address	Telephone:
	Fax Number:
	E-Mail:
Location Manager:	Cell:
Assistant Location Manager:	Cell:
Director:	Telephone:
Producer:	Telephone:

**Filming Details**

Type of Production:			
<input type="checkbox"/> Feature	<input type="checkbox"/> Commercial	<input type="checkbox"/> TV Series	<input type="checkbox"/> Music Video
<input type="checkbox"/> Documentary	<input type="checkbox"/> Student	<input type="checkbox"/> Still Photo	<input type="checkbox"/> Other
Filming Activity: Any activity not selected on application but engaged in at location will not be permitted and is cause to revoke permit.			
<input type="checkbox"/> Int. Dialogue	<input type="checkbox"/> Wet Down	<input type="checkbox"/> Street Closure	<input type="checkbox"/> Camera on Sidewalk
<input type="checkbox"/> Ext. Dialogue	<input type="checkbox"/> Lane Closure	<input type="checkbox"/> Camera on Street	<input type="checkbox"/> Drive w/ Traffic
<input type="checkbox"/> Nudity	<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Running Shots	<input type="checkbox"/> Stunts or Special Effects
<input type="checkbox"/> Drive By's	<input type="checkbox"/> Drive Ups/Away	<input type="checkbox"/> Other: _____	

**Personnel/Vehicles**

Cast:	Crew:
Vehicles/QTY: Attach parking plan. Any equipment not selected on application will not be permitted and if used on location will give cause to revoke permit. <i>Signs must be posted 48 hours in advance of your call time.</i>	
<input type="checkbox"/> Personal Cars _____	<input type="checkbox"/> Catering _____
<input type="checkbox"/> Motor homes _____	<input type="checkbox"/> Vans _____
<input type="checkbox"/> Picture Cars _____	<input type="checkbox"/> Cube Trucks _____
<input type="checkbox"/> Port-a-potties _____	<input type="checkbox"/> Semi-Trucks _____
<input type="checkbox"/> Generators _____	<input type="checkbox"/> Trailers _____
<input type="checkbox"/> Camera Trucks _____	<input type="checkbox"/> Condors _____



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Location # \_\_\_\_\_ Type of Structure: \_\_\_\_\_ Open to public  yes  no  
Address (or intersection): \_\_\_\_\_  
Date(s): \_\_\_\_\_ To \_\_\_\_\_ Time: \_\_\_\_\_ To \_\_\_\_\_ Note: Please indicate arrival and departure time in military format (i.e. 0700-1800)  
Summary of Scenes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Effects:**  yes  no FX # \_\_\_\_\_ Name: \_\_\_\_\_  
 squibs/bullet hits  Explosion  Fire Effects  Sparks  Stunts  
Gunfire:  yes  no Hours Requested: \_\_\_\_\_ To \_\_\_\_\_  Automatic  Single Shot  
Note: Front & back copy of special effects license required with application.

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Location # \_\_\_\_\_ Type of Structure: \_\_\_\_\_ Open to public  yes  no  
Address (or intersection): \_\_\_\_\_  
Date(s): \_\_\_\_\_ To \_\_\_\_\_ Time: \_\_\_\_\_ To \_\_\_\_\_ Note: Please indicate arrival and departure time in military format (i.e. 0700-1800)  
Summary of Scenes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Effects:**  yes  no FX # \_\_\_\_\_ Name: \_\_\_\_\_  
 squibs/bullet hits  Explosion  Fire Effects  Sparks  Stunts  
Gunfire:  yes  no Hours Requested: \_\_\_\_\_ To \_\_\_\_\_  Automatic  Single Shot  
**Note: Front & back copy of special effects license required with application.**

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**For City Use Only**

Approvals Required-Signatures/Date

CR: \_\_\_\_\_  
Recommendations: \_\_\_\_\_  
 Police: \_\_\_\_\_  
Recommendations: \_\_\_\_\_  
 Fire: \_\_\_\_\_  
Recommendations: \_\_\_\_\_

Fees:

Application/Processing \_\_\_\_\_  
Location \_\_\_\_\_  
Business License \_\_\_\_\_  
Police Personnel \_\_\_\_\_  
Fire Personnel \_\_\_\_\_  
Parking \_\_\_\_\_  
**Total:** \_\_\_\_\_

Attachments:

Location agreement(s)  
 Signatures  
 Parking Plan  
 Insurance Certificate  
 Special Effects License