

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

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.

- 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 (\$1,455.00) 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.