



PALO ALTO POLICE DEPARTMENT FILM PRODUCTION GUIDELINES

BACKGROUND

The City of Palo Alto provides an excellent backdrop for film and video production companies. The atmosphere, layout, and historical aspects of the City are very attractive to the independent film maker, as well as major motion picture conglomerates.

PURPOSE

The purpose of these guidelines is to supplement existing policies set forth by the Special Events Team within the City of Palo Alto. Film Production brings unique and interesting aspects to the term “special event” and needs additional clarification.

CONTACT

All filming proposals will be arranged through the Special Operations Sergeant (650-329-2459) who will notify other City departments (Public Works, Fire, Planning, Human Resources, Transportation, and Recreation) in order to arrange for the safe and orderly compliance of laws and City policies. The film proposal shall be submitted **no less than 30 days** prior to filming. **Sixty days (60) in** advance is required for a large scale production.

PERMITS

Permits that must be obtained can include, but are not limited to:

- Film Permit: 150.00
- Encroachment (use of public right of ways): \$200-\$1,500
- Temporary Use (use of City property): \$200-\$850
- Street Closure: \$108-\$1,363 (depends on number of streets/duration)
- Commercial parking spaces: \$25 per day per space
- Noise Exemption Permit: \$150.00
- Possible Fire permits/inspections: (price varies)

INSURANCE

A certificate of Insurance will be filed with the City's Risk Manager prior to filming, endorsed by the City of Palo Alto in the amount not less than \$1,000,000. The certificate must be in the name of the permit holder and must list the City of Palo Alto as additionally insured. This insurance requirement also includes automobiles.

PROPOSAL

In addition to obtaining and paying for permits and submitting a certificate of insurance, the film representative shall complete the Identification and Location Sheet (Appendix A). Also, the film representative will provide a filming schedule, locations, times, and detailed information on any stunts, chase scenes, and/or special effects.

POLICE SERVICES

All billing for police services are determined on a three-tiered scales, depending on whether the proceeds for the film will go to a profit or non-profit organization. In most cases, the rate will be at the highest level. The duration and the number of officer(s) required will be determined by the Special Events Sergeant. A minimum of **four hours** will be paid if an officer is needed. A minimum of **four hours** will be paid if an officer is canceled at the scene or within eight hours of their scheduled overtime shift. A deposit fee for police services is required **seven days** prior to the first overtime shift.

Police service fees will include the costs for Community Service Officers to post for "No Parking" signs 72 hours before filming begins. Additionally, overtime will be paid to the Special Events Sergeant for any time worked at the site of filming (for the purposes of coordination, safety, or noise issues), and for preparation time before the filming. The amount of preparation time for the Sergeant will be determined prior to the payment of police service fees. Police officers working at the film site shall not be directed to guard production equipment. They are there to perform police functions only (traffic, pedestrian, and crowd control).

FILMING HOURS

Normal Hours/Residential: 8:00am-9:00pm

Requests to film prior to 8am or after 9 pm requires approval from the Traffic Lieutenant and signatures of a majority of residents within a 100 yard radius of filming activity or equipment. Completed signature forms must be submitted to the Special Events Sergeant at least 48 hours prior to the start of production in order for filming to occur (NO EXCEPTIONS).

Commercial Areas:

24 hours a day. May be restricted between the hours of 6:00am-9:00am and 3:30p-6:30pm weekdays due to rush hour traffic.

Any approval for a film shoot provides no exception to the limitations set forth by the Palo Alto Municipal Code Section 9.10.060 (Noise Ordinance) and will be enforced on a complaint basis, unless a noise exception permit is approved and subsequently paid for by the production company. See Appendix B for details on the Noise Ordinance.

A film company, **no later than 48 hours before shooting**, in any area, **must notify in writing**, the affected businesses, residences, churches, and/or schools of their intentions to film. Information about the film, the days and times of shooting, the name, address, and phone number of the companies' local office or representative must be included. The Special Events Sergeant must be provided with a copy of this notice as well.

VEHICLES

All production vehicles shall be visibly identified (including equipment rental vehicles) by an Identification sheet with the name of the production company on it. Identification sheets will be provided by the company and displayed on the dashboards of all vehicles associated with the filming. Additionally, all vehicles and equipment associated with filming activities must park in posted spaces, or will be subject to citation for any violations of the law. All parking of the production equipment or vehicles overnight on city streets is prohibited without prior approval of the Special Events Sergeant.

FIRE DEPARTMENT

Fire Department personnel must be present when it is determined that a safety hazard exists (i.e. sparks or open fire, explosives, hazardous materials, pyrotechnic special effects). The Fire Department representative on the Special Events team will be responsible for reviewing the portion of the script that calls for these types of activities and will have the authority to ensure the activity is completed in a safe manner. The Fire Department and Police Department representatives should meet with the film production company representative to discuss the proposed activity. There should be a contact person within the film production company to act as a liaison with the Fire Department. All proper permits will be issued and a site inspection will occur prior to filming. The Fire Department representative will have full access to the set and be able to contact the film production company liaison at all times. Additional requirements will be followed and can be found in the "Filming in California Handbook" authored by the California State Fire Marshall Film Industry Unit.

The use of pyrotechnics may require Fire Department personnel to remain on-site. The duration and the number of Fire Personnel required will be determined by the Fire Chief. A minimum of **four hours** will be paid if a fire official is needed. A minimum of **four hours** will be paid if a fire official is canceled at the scene or within eight hours of their scheduled overtime shift. A deposit fee for fire services is required **seven days** prior to the first overtime shift.

Police and Fire personnel have the authority to enforce all safety regulations, state laws, and city ordinances. When an unsafe situation is observed, the officer or fire inspector will stop the film production until the situation is safe to proceed.

CITY PROPERTY/PERSONNEL

Any filming on City owned property must have prior approval by the designated Department Manager. Police and Fire Department equipment such as vehicles, uniforms, patches, logos, weapons, or insignia's shall not be used. Police or Fire personnel will not be permitted to appear on film as part of the actual production, without prior approval from the Chiefs of Police and Fire. Technical advice regarding the Palo Alto Police or Fire Department will not be provided.

MISCELLANEOUS

The production company shall not interfere with the normal activities of a neighborhood. No littering is permitted. Any film production activity that facilitates clean-up of any street or City owned property will be billed by the City's Department of Public Works. All members of the production crew, actors, and extras will conduct themselves in a professional manner at all times. Any violation of these guidelines can result in the termination of production in the City of Palo Alto **without a refund of fees.**

FILMING PERMIT APPLICATION

Special Operations Sergeant: Alex Afanasiev
Email: alex.afanasiev@cityofpaloalto.org
Phone: 650-329-2459

IDENTIFICATION AND LOCATION INFORMATION

Date(s) of Event: _____

1. Company Name: _____
2. Address: _____
3. Phone Number: _____ Email: _____
4. Local Address (production office or hotel): _____
Local phone number: _____
5. Representative and Title: _____
6. Type of Production:

_____ Feature Film	_____ Documentary/Educational
_____ TV Series/Movie/Plot	_____ Corporate/Industrial
_____ TV Commercial	_____ Video
_____ Other (specify) _____	
7. Title or Product: _____
8. Producer: _____
9. Director: _____
10. Production Manager: _____
11. Location Manager: _____
12. Number in Cast: _____ Number in crew: _____
13. Police services required? _____ How many/what? _____
14. City Services requested other than Police:

_____ Public Works	_____ Fire
_____ City Hall/Admin	_____ Recreation
_____ Planning	_____ Transportation
15. Other services affected:

_____ Amtrak	_____ Bus services
_____ Ambulance	_____ Airport
_____ Health Department	_____ Downtown Business Comm
16. Insurance submitted (certificate number) _____
17. Neighborhood advisory notice required at listed locations:

18. Type of Vehicles and Trucks used for production:
(Please check type and indicate size of length of each)

_____ Camera Truck(s) _____
_____ Production Van _____
_____ Grip/Electric _____
_____ Generator _____
_____ Effects _____
_____ Wardrobe _____
_____ Caterer _____
_____ Motor Home _____
_____ Portable Toilets _____
_____ Stages _____
_____ Other _____

19. List locations, dates, and times where equipment, personnel, and/or special conditions will occur. You may add an attachment for this information. Include information such as cranes, wetting down street, smoke/chases/special effects, street lights controlled, platforms, stages, dolly tracks, lanes coned off, etc.

Location	Dates	Times	Equip, personnel, conditions
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