



CITY OF LA VERNE

CITY HALL

3660 "D" Street, La Verne, California 91750

Dear Film Company Representative:

Thank you for your interest in the City of La Verne.

The City of La Verne only allows filming in commercial and industrial areas and very rarely in residential. All film permits must be approved by the La Verne City Council (the only exception per code are student film projects) and are subject to a formal agreement. **This process typically requires a minimum of two weeks from submittal of a complete application.**

No gunfire, explosions or pyrotechnics are allowed and no filming earlier than 8:00 a.m. or later than 7:00 p.m. is allowed. Additionally, no helicopter landings or filming from the air is allowed. The City of La Verne typically requires Fire and Police personnel to be present, depending on the nature and size of the filming.

Fees for filming in the City of La Verne are \$300 a day, which includes setup and strike down time. Costs for Police, Fire, Public Works and Administration/Legal are estimated and must be deposited prior to the commencement of filming. Also, the property owners' permission to use the property for filming is required, as well as a parking plan for all vehicles associated with production. No parking is allowed in residential areas.

Please draft a property owner notification letter on your company's letterhead. **You must submit a copy of the proposed notification letter with your application.** The letter **must include mention of each of the following points in order for your application to be approved.**

1. State the name of your company, the type of filming (i.e., commercial, feature film, etc.), the name of your production and that you are proposing to film on their property. **Avoid** language that states: "XYZ Company **will be** filming..." **instead** state: "XYZ Company **proposes to film** a television movie called "Some Kind of Dog."

2. List the dates and times you propose to be on location.

3. Describe your filming activities. Please include as many details as possible. Please provide information on your lighting plans if you wish to film at night. If possible, how will you screen the light from shining in adjacent property owners' windows.

4. What are your construction and strike down plans? Describe construction and strike down activities, dates, and times. How will it affect the property owner's neighbors? Please let the neighbors know if **no** construction and strike down is planned.

5. How many production vehicles will be parked on the street on their block? Where will you post the street for "no parking?"

6. Ask the neighbors to contact you if proposed filming plans will conflict with any gardening or home improvement plans.

7. Thank them for their support and cooperation.

8. Name of person and telephone number of who neighbors can contact from your company with questions.

9. Include any other information you feel is appropriate.

Plan to leave the letter at the front door or mail it to the address if no one is present. **Do not** place the letter in the mailbox since this is a violation of federal law.

Please note that the film application procedure is a **two (2) week** process. All applications must be submitted to the City Manager's office at least **two (2) weeks** prior to a council meeting. The La Verne City Council meets on the **first and third Mondays** of every month.

If you have any further questions please do not hesitate to contact me at (909) 596-8726.

Sincerely,

Robert Russi
City Manager

Enclosure:
Sample Agreement

AGREEMENT TO PERMIT FILMING

THIS AGREEMENT is entered into this 6th day of November, 2000 by and between the CITY OF LA VERNE, a municipal corporation (hereinafter "City") and, GERM FREE PRODUCTIONS, INC., a California Corporation (hereinafter "GERM FREE"). The parties hereto agree as follows:

1. **Project.** GERM FREE has requested City to grant a film permit for filming a scene from a Disney motion picture currently titled "Bubble Boy".

2. **Location.** Filming will be conducted on the grounds of the United Methodist Church in La Verne. Scenes will be primarily shot inside the Church with incidental scenes on the exterior.

3. **Schedule.** The filming will occur on two days, Wednesday November 15, and Thursday November 16, 2000. Filming may occur only on these dates from 7 a.m. to 7:00 p.m. Any deviation from this schedule on account of weather or other unforeseen circumstances is subject to the advance approval of the City Manager. CITY agrees that GERM FREE may return to the location at a future date, on conditions substantially similar to those agreed to in this Agreement, if necessary, for additional or replacement filming for this production.

DATE	HOURS	FIRE SERVICES
Thursday Nov. 9	7 a.m. to 7 p.m. Prep/Setup (exterior)	To be determined
Friday Nov. 10	7 a.m. to 7 p.m. Prep/Setup	To be determined
Monday Nov. 13	7 a.m. to 7 p.m. Prep/Setup	To be determined
Tuesday Nov. 14	7 a.m. to 7 p.m. Prep/Setup	To be determined
Wednesday Nov. 15	6:00 a.m. to 8:00 p.m. Film Shoot	To be determined
Thursday Nov. 16	6:00 a.m. to 8:00 p.m. Film Shoot	To be determined

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Friday Nov. 17	7:00 a.m. to 7:00 p.m. Strike/Wrap	To be determined
Monday Nov. 20	7:00 a.m. to 7:00 p.m. Strike/Wrap	To be determined

The Fire Department will determine the extent to which full time observation is necessary. Fire Marshal time is billed at the rate of \$71.67 per hour.

4. Fees. The following estimated fees shall be deposited by GERM FREE with the City prior to the commencement of filming. At the conclusion of the filming, an accounting shall be provided to GERM FREE detailing the City's expenditures for staff time and injury to public property (if any).

Application/Permit Issuance fee	\$ 600.00
Fire Department personnel/inspection	\$ 2,700.00
Police Services	\$ 600.00
Public Works staff/right of way deposit	\$ 200.00
Administration/Legal	\$ 650.00
Security Deposit (Refundable)	<u>\$ 2,500.00</u>
Total fees/deposit due	\$ 7,250.00

5. Street Closures; No Parking of Commercial Vehicles on City Streets.

There are no closures of public streets authorized by this Agreement. There shall be no parking of commercial vehicles on city streets without the advance permission of the Police Department and Public Works Department. Intermittent Traffic Control shall be at the discretion of the La Verne Police Department.

6. Notification to Residents. GERM FREE shall provide written notice to Robert Ketterling, Principal of Bonita High School and to such other persons as directed by the City Manager. Such notices shall be provided at least seventy two (72) hours in advance of the scheduled filming and shall include the dates and times and description of activity. Such notices shall also include the name of a contact person, at the Site, who is available by cellular phone or pager at all times during the filming. The form of the notice is subject to the prior approval of the City Manager.

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7. **Noise; Special Effects.** GERM FREE has represented that its filming will not result in loud continuous noise at the Site. GERM FREE has further represented that its filming involves primarily interior dialogue scenes. No "special effects" shall be utilized in the filming at Site. "Special effects" means articles containing any pyrotechnic composition manufactured and assembled, designed, or discharged in connection with television, theater, or motion pictures.

8. **Insurance.** GERM FREE shall provide City with a certificate of insurance evidencing liability coverage, in an amount of at least \$1,000,000, naming the City of La Verne, its elected and appointed officials, employees and or agents as additional insureds. GERM FREE shall also provide evidence of Worker's Compensation coverage.

Evidence of insurance coverage shall be submitted prior to the commencement of filming at Site.

9. **Indemnification.** GERM FREE shall indemnify and save harmless City, its officers and employees, from and against any and all damage to property or injuries to or death of any person or persons, including property and employees or agents of City, and shall defend, indemnify and save harmless City, its officers, employees and agents, from and against any and all claims, demands, suits, actions or proceedings of any kind or nature, including, but not by way of limitation, worker's compensation claims, occurring during GERM FREE'S use of the United Methodist Church site and resulting from or arising out of the negligent acts, intentional acts, errors or omissions of GERM FREE, its employees, its independent contractors or subcontractors, except to the extent such damages, injuries or death are caused by the negligence or willful misconduct of the CITY, its officers, employees or agents.

10. **Liason.** The authorized representative for the City shall be the City Manager or his designee. The City Manager's designee for this production is Battalion Chief Ron Sillo of the La Verne Fire Department. Battalion Chief Sillo may be contacted at (909) 596-5991; pager (909) 392-9386. All changes to the schedule or the authorized activities per this Agreement shall be subject to the prior approval of the City Manager's designee. The authorized representative for GERM FREE is Tiffany Kinder, Key Assistant Location Manager may be contacted at (323) 850-3116; cell (818) 281-0321.

11. **Notices.** Notices and correspondence shall be delivered in person or sent by certified mail to the following addresses:

CITY OF LA VERNE
Attn. City Manager
3660 "D" Street
La Verne CA 91750

GERM FREE PRODUCTIONS, INC.
Attn. Scott Logan, Location Manager
1041 North Formosa Avenue Suite 199
West Hollywood CA 90046

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12. **Attorney's Fees.** In the event that any legal action is commenced to enforce or interpret the terms or conditions of this Agreement, the prevailing party shall, in addition to any other relief and costs, be entitled to reasonable attorney's fees.

13. **Ownership; Copyright Issues.** All rights of every kind in and to all photography and sound recordings made hereunder shall be solely owned in perpetuity by GERM FREE and its successors and assigns, and CITY shall have no right of action, including without limitation any right to injunctive relief against GERM FREE, its successors, assigns and/or any other party arising out of any use or non-use of the photography and/or sound recordings. Neither GERM FREE, nor its successors or assigns shall be obligated to make any actual use of any photography, recordings, depictions or other references to the Premises hereunder in any motion picture or otherwise.

14. **Termination of Agreement.** This Agreement may be terminated with cause by either party hereto. Unless earlier terminated for cause, this Agreement shall be effective on the date signed by both parties and shall terminate on November 21, 2000 unless a change in schedule is approved by the City Manager pursuant to paragraph 3 hereof.

15. **Entire Agreement.** This Agreement represents the entire agreement between the parties hereto as to the matters contained herein.

16. **Amendment.** This Agreement may be amended upon the written mutual agreement of the parties through their designated representatives.

IN WITNESS of the foregoing, the parties hereto have executed this Agreement on the date first written above.

CITY OF LA VERNE

By: _____
City Manager

GERM FREE PRODUCTIONS, INC.

By: _____
Kate Beyda, Producer

Motion Picture Production in La Verne
Requirements and Procedures

Administered by the City Manager's Office
(909) 596-8726

Producers of motion picture or videotape productions which take place within the City of La Verne must obtain a City film permit and business license prior to the start of any shooting. *Bonafide news coverage and filming/videotaping done for private family use is exempt from this requirement.* Applications for a film permit must be submitted at least **two (2) weeks** prior to a council meeting and before shooting is to begin.

Fee Exemptions

All City fees will be waived for filming done by charitable institutions. Verification of their non-profit status from the Internal Revenue Service and California Franchise Tax Board must be filed with the permit application in order to qualify for the fee waiver.

All City fees will be waived for student productions. The applicant must submit a letter, written on school letterhead and signed by a school administrator or instructor, stating that the applicant is currently enrolled at the school and that the film is not for commercial release. The student will be required to pay all waived fees in the event the film is used for commercial purposes within 12 months of filming.

The business license fee *only* will be waived for productions in which all equipment and associated vehicles remain on property owned by the University of La Verne and where no City streets or sidewalks are used for parking or production services.

Application Requirements

**No permit application is considered "submitted" until all
of the applicable items below have been provided.**

Property owner's permission - For productions that take place on property not owned or controlled by the City, applicants must obtain written permission from the property owner(s) and tenant(s) and/or enter into a lease agreement for the use of the property. Copies of the permission or agreement must be provided to the City prior to the issuance of a film permit.

Neighboring property notification - Applicants must provide written notification to all property owners and tenants within 300 feet of the filming location at least five (5) days prior to the shooting date.

Notification must include: date(s), times, and location of proposed filming; a description of all planned activities, and; proposed parking arrangements. The notification **MUST** indicate that the producer has *applied* for a film permit from the

City of La Verne; there is no presumption that a film permit will be granted just because an application has been filed.

While there is no requirement that 100% of the neighboring properties or businesses must agree to the issuance of a filming permit, the City will seriously consider their concerns and make sure they are adequately addressed. Therefore, **applicants are encouraged to work closely with all affected property owners and businesses to ensure their concerns are addressed. Doing so can help avoid delays or denial of a film permit application.**

Parking Plan - A parking plan for all vehicles associated with the production, including equipment vans, trailers, dressing rooms, catering trucks, craft services, and personal transportation for cast and crew, must be submitted with the permit application.

Parking in "no parking" areas will only be allowed with prior clearance from the La Verne Police Department.

Set Construction and Electrical Plans - Construction of set pieces may require the approval of the City's Building Division. Blueprints of any proposed sets must be submitted with the permit application.

Permission to string cables across public streets and sidewalks, or from generators to service points must be obtained from the City Engineer. Site plans showing proposed cable runs must be submitted with the permit application.

Insurance - Applicants shall provide the City with a Certificate of Insurance evidencing:

- \$ 1,000,000 work of Public Liability Insurance, with the City of La Verne named as additional insured, and:
- compliance with all applicable requirements for Workers Compensation.

Fire Permit - Applicants must obtain approval from the City's Fire Marshal and will be required to staff the film per the Department's requests.

Filming at City Facilities - Certain City parks, buildings, and other facilities are available for rental as movie locations. A separate application and fee is required to obtain these facilities. For information and to obtain an application, **contact the City Manager's Office at (909) 596-8726.**

Filming Requirements and Restrictions

Permittees shall conduct all operations in an orderly fashion with continuous attention to the safe storage of equipment not in use and the cleanup of trash and debris upon completion of shooting. **Within the film agreement, the City Manager requires an applicant to post an appropriate cash deposit to ensure cleanup of the site.**

Hours of operation - All activity, including filming, set-up, or dismantling, is typically limited to between the hours of 7:00 a.m. and 7:00 p.m. Activity outside of these hours will be considered provided there is no disruption to neighboring properties.

Traffic flow - For filming that will impede traffic flow, the applicant must consult with the La Verne Police Department prior to the issuance of a permit. **Street or sidewalk closures are rarely allowed. Intermittent traffic control is preferred.**

Police Services - All Required or requested police services must be provided by the La Verne Police Department. Arrangements must be made at least 10 working days in advance. Services will be charged for at the hourly rate as set forth in the City's fee resolution or administrative regulations with a 3-hour minimum. *Cancellation of police services requires at least 12 hours prior notice or permittee will be assessed the full amount of the requested services.*

Noise - Noise shall be maintained at a reasonable level, especially that from electrical generators. No gunfire, explosions, sirens, public address systems, or other noise-creating devices shall be used.

CITY OF LA VERNE - FILM PERMIT APPLICATION
(Please print legibly in dark ink or type.)

Production Title: _____ Type of Film: _____ Total Cast & Crew: _____
Production Co: _____ Location Mgr: _____ Cell: _____
Co. Address: _____ City: _____ Zip: _____ Phone: _____
Location Service Rep/Agent: _____ Phone: _____
Signature of Film Company Rep: _____ Date: _____

LOCATIONS:

1) _____ [] 2) _____ []
3) _____ [] 4) _____ []

FILMING ACTION: (Write all location #'s that apply, i.e.. 1,3 Tow Shots) _____ INT Dialogue _____ EXT Dialogue

_____ Camera in Curblane _____ DriveUps/Aways _____ Drive By's Music Genre: _____
_____ Camera on Sidewalk _____ Running Shots _____ Police Escort _____ Animals
_____ Lane Closure _____ Tow Shots _____ Street Closure _____ Drive w/Flow of Traffic

BRIEF DESCRIPTION OF FILMING ACTIVITIES: _____

VEHICLE TOTALS (On-street parking only):

_____ Trucks _____ Condors
_____ Picture Cars _____ Shuttle
_____ Personal Crew Cars

Note: The police officer will enforce these on-street vehicle totals.

CITY CHECKLIST:

- 1. Business License issued? Yes____ No____
- 2. Certificate of Comprehensive Public Liability Insurance of \$1,000,000 with City of La Verne co-insured and City officers and employees as additional insured. Yes____ No____
- 3. Property Owners within 300 feet of filming activity notified? Yes____ No____
- 4. City of La Verne Fire Department review of filming? Yes____ No____

Number of Firefighters Required: _____

Number of Officers Required: _____

- 5. Workers' Compensation Insurance Certificate submitted? Yes____ No____
- 6. Parking Plan submitted? Yes____ No____
- 8. Written permission of property owner? Yes____ No____
- 9. Special permits required? Yes____ No____
- 10. Provisions for detouring traffic? (describe below or attach)

<u>Needed Approval</u>	<u>Approved by:</u>	<u>Date:</u>	<u>Conditions:</u>
___ Community Development Department:	_____	_____	_____
___ Community Services Department:	_____	_____	_____
___ Police Department:	_____	_____	_____
___ City Manager:	_____	_____	_____
___ City Council:	_____	_____	_____

Assigned City Manager Liaison: _____ Name

_____ Phone

_____ Fax

