

SPECIAL FILMING CONDITIONS LOS ANGELES CITY HALL

The Special Filming Conditions described below will be included in the terms and conditions of permits issued for filming in this area and are in addition to the standard terms and conditions applicable to filming permits generally. While these Special Filming Conditions will be included as terms if a permit for filming in this area is issued, they are not intended to, and do not, establish the criteria or standards for determining whether or not a particular permit (or permits) will be issued for this area. The decision whether or not a particular permit (or permits) will be issued is vested in the discretion of the appropriate City or County department or their designees (including FilmL.A., Inc.), to be exercised consistent with public health, safety and general welfare, and applicable land-use ordinances.

The City of Los Angeles recently completed a \$300 million dollar renovation and restoration of the historic Los Angeles City Hall. Since its construction, this unique building has been one of Los Angeles' most popular locations. To preserve and protect the historic integrity of the building, while allowing production to continue, the following Special Filming Conditions have been established.

PRE-PRODUCTION:

- ◆ **FilmL.A. will coordinate all scouting activity at City Hall.** City staff is generally required when scouting City Hall. FilmL.A. will determine when City staff is needed, and if necessary, coordinate the meeting.
- ◆ **Companies wanting to use City Hall must first reserve the facility through FilmL.A.'s reservation system.** FilmL.A. will maintain a calendar of filming activity, reserved filming activity and all special events at City Hall.
- ◆ **FilmL.A. will coordinate all filming activity at Los Angeles City Hall.**
- ◆ **A General Services representative and a LAPD Security Services Officer will be required on all production tech scouts.**
- ◆ **During the tech scout, the production company must provide all anticipated filming activity information.** This information should include, but not be limited to, areas to be used for filming, lighting design, movements of cast and crew, equipment storage, equipment parking, catering, base camp, etc.
- ◆ **Following the tech scout, the production company must provide FilmL.A. a written, detailed list of final requests,** including, but not limited to, areas to be used for filming, placement of lights, removal or additions of signs, equipment storage, etc.
- ◆ **Removal of art work or signage must be approved by FilmL.A.** FilmL.A. will coordinate all requests with General Services.
- ◆ **Furniture removal is prohibited without prior approval.** If permission is granted, all removal details must be clearly stated on the permit.
- ◆ **To ensure agreement between the production company and the City regarding the condition of City Hall and the surrounding areas,** a pre-prep and post-strike walkthrough will be required with a General Services representative.
- ◆ **The FilmL.A. permit must reflect all activity in City Hall and surrounding areas.** Activity other than what is listed on the permit will not be allowed.

SPECIAL FILMING CONDITIONS, LOS ANGELES CITY HALL, PRE-PRODUCTION CON'T:

- ◆ **Notification of filming will be coordinated and performed by FilmL.A.** FilmL.A. will ensure that the elected officials, city employees and the general public engaged in activity at City Hall are made aware of all film production activity.
- ◆ **Board of Public Works Hearing Room and the Mayor's Conference room are available for filming on a limited basis.** These rooms are regularly used to conduct city business, but will be made available for filming whenever possible.

PRODUCTION CONDITIONS:

- ◆ **For security purposes, all equipment will be searched prior to entering the building.** Cast and crew will also be required to pass through metal detectors.
- ◆ **Production company must provide LAPD Security Services Office with a complete list of names and drivers' license numbers** of all cast and crew prior to any activity. Certain individuals may be exempt for personal security purposes
- ◆ **Production company must provide badges for all cast and crew.** Badges should include picture identification and the production company's name or logo.
- ◆ **FilmL.A. Monitors will be required for all prep, strike and filming days.**
- ◆ **Access for the public and City Hall employees must be maintained at all times.** Intermittent pedestrian control is permissible during filming when stated on the permit.
- ◆ **Company must provide ample public signage regarding filming activity.**
- ◆ **Company must use layout board (or similar material) wherever equipment is moved or placed.** All equipment must have rubber or padded protectors on the equipment feet or equipment bottom.
- ◆ **Company must provide protection for walls wherever equipment is placed near walls.** Equipment may not be closer than 6 inches from walls.
- ◆ **Company must use the service elevator for the movement of equipment.** Other elevators are for city employees and the general public.
- ◆ **Adhesive tape shall not be used on painted surfaces including the interior and exterior metal frames of the windows.**
- ◆ **Window screens are permissible on the Temple Street and 1st Street windows.** Window screens may be hung from the 4th floor rooftop, but due to constant wind, counter weights must be used to secure screens. Gel may not be used on these windows.
- ◆ **Catering will be only allowed at the Triforium (or Fletcher Bowran Square) on Northeast corner of Main Street and Temple Street.** Crafts Services may be set up in the forecourt area on the Spring Street Steps. Layout board must be used under all craft service equipment & trash receptacles at all times. Catering is not allowed on the South Lawn of City Hall (1st Street).

SPECIAL FILMING CONDITIONS, LOS ANGELES CITY HALL, PRODUCTION CON'T:

- ◆ **Equipment parking and/or lane closures are generally allowed on the following streets:**
 - South side of Temple Street from Spring Street to Main Street
 - North side of 1st Street from Spring Street to Main Street
 - Main Street may be used to load and unload at loading dock area only.
 - NO VEHICLES ARE ALLOWED TO PERMANENTLY PARK ON MAIN STREET AT ANY TIME.
- ◆ **Vehicles may not be parked on streets directly below the Mayor's Office.**
- ◆ **Company must work with MTA and DASH if bus stops need to be moved.**
- ◆ **Sidewalks surrounding City Hall may be used for filming activity** provided a minimum of 5 feet of public access is maintained at all times.
- ◆ **No cast and crew parking is allowed on area streets.** Company must provide off-street parking.
- ◆ **Company may base camp at the parking lot located at the corner of 4th Street and Main Street from 7:00am –10:00pm only, unless otherwise approved by FilmL.A.**
- ◆ **No cabling across Main Street, Spring Street, Temple Street or Los Angeles Street.**
- ◆ **In order to prevent damage, lighting must be kept away from all signs or vegetation.**
- ◆ **Company must return locations used for filming and equipment set-up to the same or better condition.**
- ◆ **Food and drinks, other than water and products used on-camera are not allowed in City Hall.**
- ◆ **Trash receptacles must be provided. All self-generated trash must be removed at the end of each day.**