



## Guidelines for filming at FilmL.A. Office

- FilmL.A. office space is available for filming, on a case-by-case basis, week nights after 8:00pm and on weekends. There is no use fee to film in our office.
- A refundable damage deposit is required and the amount will be determined based on your specific project. Deposits are paid as part of your permit fees & take up to 30 days to refund if no damage is found.
- Production is required to submit a detailed proposal to the Production Planning Department outlining all areas to be used and other special requests such as use of desks, computers left on, TV's on etc. This proposal should include a map (attached) showing the areas requested for use. Please send your proposal and map to [info@filmla.com](mailto:info@filmla.com).
- A film permit is required for filming in our office. Your permit can be applied for at <https://ops.filmla.com> and requires 3 full business days to process.
- At least one (1) FilmL.A. Monitor is required. The rate is \$30/hour (1 ½ after 8 & 2x after 12)
- No food or drinks (except for water) allowed in the office areas. Production may use the employee break room for catering & craft services. Food and drink may be used for scene only and must be pre-approved.
- Layout board or mats are required under all equipment. Desks, counters, tables, etc... must also be protected when placing any equipment on them.
- House power is ok to use. Nothing larger than a Kino Flo light (or higher than 1600 watts) will be allowed to be plugged in to wall outlets. If a Circuit is tripped, there is no afterhours support available.
- No taping or tacking anything to the walls without prior approval.
- Productions must remove all self-generated trash upon leaving. FilmL.A. trash containers are not meant for production use.
- Layout board must be placed in all areas where equipment will be (including elevator lobby and kitchen)
- The HVAC in the FilmL.A. suite is on until 6pm on weekdays, 9:00 am to 1:00 pm on Saturday, and is off all day on Sunday. If you would like to have the HVAC left on there is an additional charge of \$75/hour. There are no building engineers on duty after hours so this must be arranged prior to your shoot date.  
**\*\*There is a 4 hour minimum to run the HVAC system on Sundays. Other minimums may apply\*\***
- Production must also contact the building owner to discuss filming. Contact information is below:

Kilroy Realty Corporation  
Paula Cruz: [PCruz@kilroyrealty.com](mailto:PCruz@kilroyrealty.com)  
Christina Hamilton: [CHamilton@kilroyrealty.com](mailto:CHamilton@kilroyrealty.com)  
323.769.5900

- If the production is completely contained within our suite, there will be no charge from Kilroy. They will ask for an insurance certificate.
- Parking in the building can for cast and crew vehicles can be arranged directly with a Kilroy representative. Additional fees apply and are paid directly to Kilroy.

**FILML.A. OFFICE FILMING PROPOSAL**

**Title of project (please use same title on your permit):** \_\_\_\_\_

**Shoot date(s):** \_\_\_\_\_

**Start/End times (include prep/strike):** \_\_\_\_\_

**Cast & Crew size:** \_\_\_\_\_

**Primary contact:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please provide a brief synopsis of the shoot:**

**Location(s) being used for filming:**

**Locations being used for equipment staging:**

**Special Requests:**

**(AC turned on, remove movie posters, using a refrigerator, use of computers/TV's, etc... Please use another page if you need more room):**

FILM DATE: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

MONITOR: \_\_\_\_\_

**Permit Operations**

**BOARDROOM**

**Executive Offices**

**A Film Inc**  
6255 SUNSET BLVD  
LOS ANGELES, CA  
12TH FLOOR

**Communications & Community Relations**

**Information Technology**

**Human Resources**

**Finance & Accounting**

**Permit Administration**

**Production Planning & Schools**

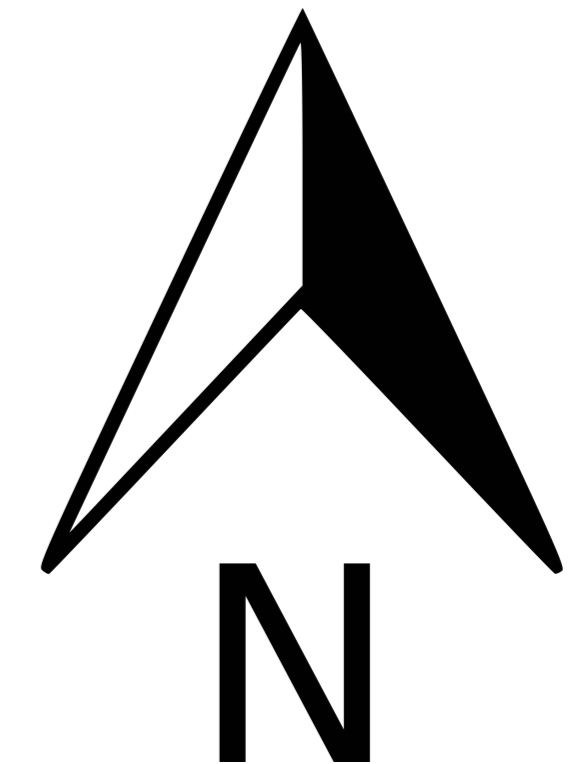
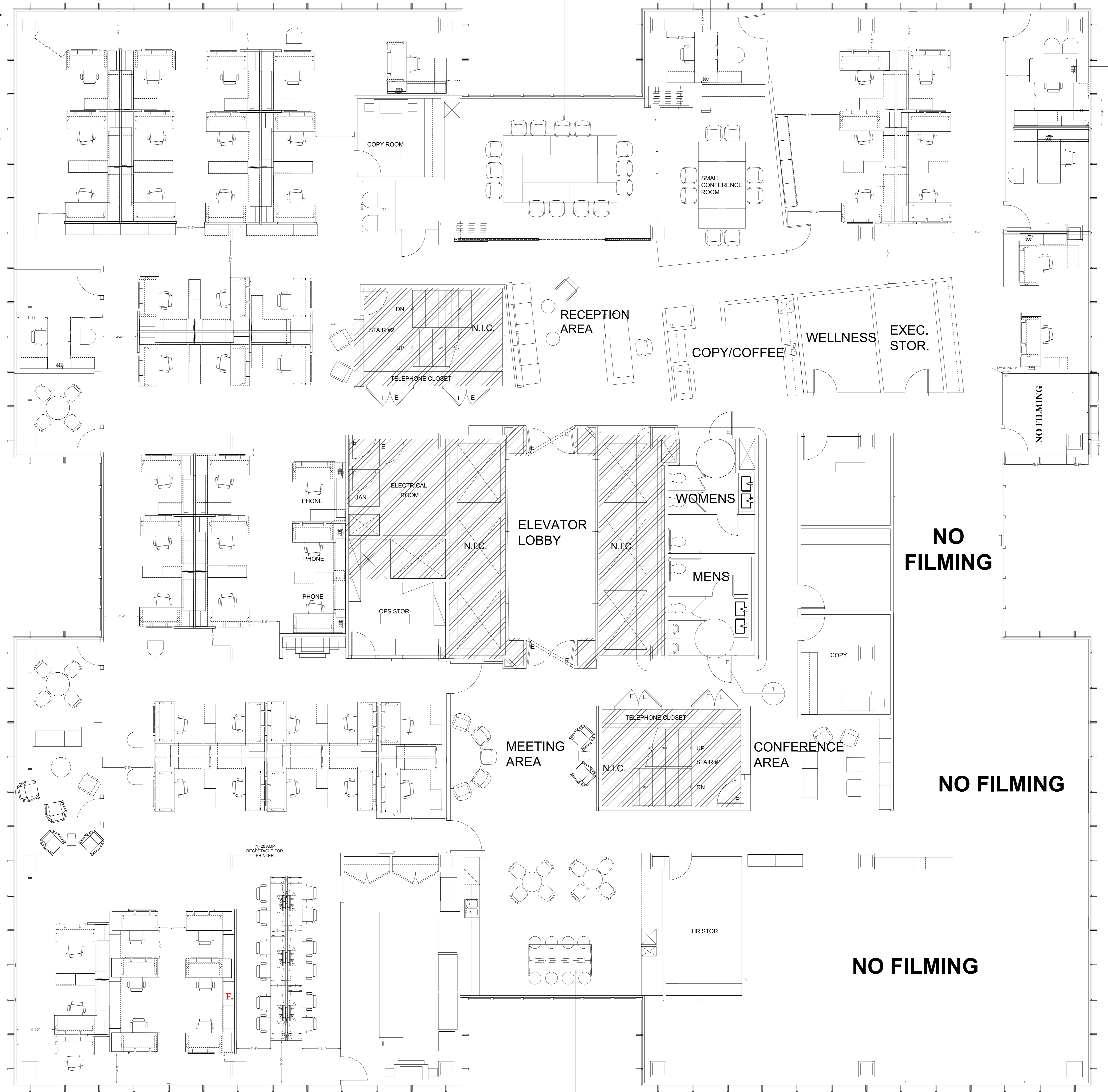
MEETING ROOM

MEETING ROOM

MEETING ROOM

MEETING AREA

Field Services



Scale: ~1:59



Below please find a list of items that will better assist us in helping coordinate your future filming within the FILM LA tenant suite.

- **Tenant Confirmation** – Tenant must notify building management you are authorized to film in their suite
- **Date of Filming** – Please provide date and time(s) of filming.
- **COI** – Please provide us with a proper Certificate of Insurance. We will need this at least 48 hours prior to filming for our Risk Management team’s approval.
- **HVAC** – Will require HVAC services? If so, please reach out to the tenant to submit a work order. Regular building HVAC hours are listed below:
  - Monday – Friday      8:00am – 6:00pm
  - Saturday              9:00am – 1:00pm
- **Parking** – If you decide that you may need to utilize our parking garage, please let us know so we can get you in touch with our parking manager.
- **Equipment** – If you plan to bring in filming equipment please check in with security to utilize our freight corridor and freight elevator (see following page).

Please feel free to contact building management should you have any questions.

Thank you.

Kilroy Realty  
6255 West Sunset Boulevard  
Suite 2210  
Los Angeles, CA 90028  
323-769-5900

# FILM INSURANCE CERTIFICATE REQUIREMENTS FOR KILROY REALTY CORPORATION



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

<b>PRODUCER</b> INSURANCE AGENT NAME & ADDRESS		THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b> INSURED NAME & ADDRESS		<b>INSURERS AFFORDING COVERAGE</b> INSURER A: INSURANCE COMPANY NAME(S)	<b>NAIC #</b>
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADDL LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	POLICY NUMBER	CURRENT	POLICY PERIOD	EACH OCCURRENCE	\$ \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$	
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	POLICY NUMBER	CURRENT	POLICY PERIOD	COMBINED SINGLE LIMIT (Ea accident) \$ \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$	
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY NUMBER	CURRENT	POLICY PERIOD	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ \$ 1,000,000	
	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder is an Additional Insured as respects to the general liability, automobile, and umbrella policies, pursuant to and subject to the policy's terms, definitions, conditions and exclusions. The insurance provided in the general liability policy is primary and any other insurance shall be excess only, and not contributing as required by written contract and agreement.

<b>CERTIFICATE HOLDER</b> Kilroy Realty Corporation Attention: KRC Risk Management Department 12200 W. Olympic Bl. Suite 200 Los Angeles, CA 90064	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2001/08)

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### COVERAGES

- Commercial General Liability
- Auto Liability
- Proof of Workers Compensation

### MINIMUM LIMITS

#### For Filming:

- \$1,000,000 per occurrence.

### ADDITIONAL INSURED

- Kilroy Realty Corp. named as additional insured.

### INSURANCE COMPANY

- Must be licensed to do business in California.

Please contact Paula Cruz (PCruz@kilroyrealty.com) or Christina Hamilton (CHamilton@kilroyrealty.com) for more information on insurance requirements.

**KILROY**  
**REALTY**  
CORPORATION

