

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 FilmLA), 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.

- **FilmLA will coordinate all filming activity at Los Angeles City Hall.**
- **Companies wanting to use City Hall must first reserve the facility through FilmLA's reservation system.** FilmLA will maintain a calendar of filming activity, reserved filming activity, and special events at City Hall. Reservations must be location specific to ensure the area of interest is available.
- **FilmLA will coordinate scouting activity at City Hall.** A General Services representative will be required on production tech scouts. During the tech scout the production company must provide anticipated filming activity information. This information should include areas to be used for filming, lighting design, movements of cast and crew, equipment storage, equipment parking, catering, base camp, and other relevant activities.
- **Following the tech scout, the production company must provide FilmLA a written, detailed list of final requests and other relevant matters,** including, areas to be used for filming, placement of lights, removal or additions of signs, equipment storage, and other relevant information. The FilmLA permit must reflect activity in City Hall and surrounding areas. Activity other than what is listed on the permit will not be allowed.
- **Notification of filming will be coordinated and performed by FilmLA.** FilmLA will ensure the elected officials, city employees and the general public engaged in activity at City Hall are made aware of all film production activity.
- **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.
- **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.
- **LAPD SECD Officers will have a 4 hour minimum per officer, per shift, per day.**
- **A production company must cancel a shoot at least 2 business days in advance to avoid incurring any personnel fees.** In the event a shoot is cancelled in less than 2 business days, the 4 hour minimums may still be due for the LAPD SECD Officers that were hired to serve the production. Refunds for LAPD SECD Officers are at the discretion of LAPD.
- **Production company must provide LAPD Security Services Office with a complete list of names of all cast and crew prior to any activity.** Certain individuals may be exempt for personal security purposes.

- **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 badges for all cast and crew.** Badges should include the production company's name or logo.
- **FilmLA Monitor(s) and LAPD SECSO Officer(s) will be required for all prep, strike and filming days.** The number of personnel required will be determined by production size, location, and general impact.
- **A Fire Safety Officer will be required for any interior activity on all prep, strike and filming days while the building is open to the public.** Additional scenarios, such as size or impact, may also require the officer on site when the building is closed to the public or all activity is exteriors only.
- **Access for the public and City Hall employees must always be maintained.** Intermittent pedestrian control is permissible during filming when stated on the permit.
- **Company must provide ample public signage regarding filming activity.** If the company plans to cover any signage, they should post photocopies of the covered sign near the original placement until the area is needed for filming.
- **For interior activity:** Production company may not provide uniformed security personnel to oversee equipment when company is not present. If required, the production company may utilize a production assistant for this 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. Bubble wrap should be used to protect any corners or columns from damage.
- **Company may only use the service elevator.** Other elevators are for city employees and the general public.
- **Absolutely no drilling, nailing, or use of existing holes.** Adhesive tape shall not be used on painted surfaces including the interior and exterior metal frames of the windows. Pressure fits should substitute any invasive construction. The layout board will be required between the building and clamps.
- **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, counterweights must be used to secure screens. Gel may not be used on these windows.
- **Removal of artwork or signage must be approved by GSD.** FilmLA 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.
- **Catering will be only allowed at Fletcher Bowron Square or South Plaza.** Craft services may be allowed 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).

Equipment parking and/or lane closures are generally allowed in the following areas:

- E/S N Spring St., E 1st St. – W Temple St.
 - S/S W Temple St., N Spring St. – N Main St.
 - N/S W Temple St., N Main St. – N Los Angeles Ave.
 - N/S E 1st St., N Spring St. – N Los Angeles St.
 - E/S N Main St., E Temple St – Aliso St.
 - W/S N Main St., E 1st St. – 100' North (To load and unload at loading dock only)
 - W/S N Los Angeles St., E Temple Street – 300' North
 - **ANY AREAS NOT LISTED ABOVE ARE GENERALLY RESTRICTED AREAS THAT DO NOT ALLOW EQUIPMENT PARKING AND/OR LANE CLOSURES.**
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- **Several of the parking lanes are bordered by white pylons to protect the bike lanes.** Contact LADOT to have them removed so the equipment may fit in the curb lane.
 - **Vehicles may not be parked on streets directly below the Mayor's Office.** Vehicles must be 100ft away from the Mayor's Office.
 - **Company must work with MTA and DASH if bus stops need to be moved or re-routed.** Sherriff Buses travel along Spring St and may not be re-routed. Companies must make accommodations to allow them to pass. Company should hire off-duty LAPD officer to assist with the busses.
 - **Sidewalks surrounding City Hall may be used for filming activity** provided a minimum of 5 feet of public access is maintained. Nothing heavier than 2,500lbs can be placed on the sidewalks.
 - **No cast and crew parking is allowed on area streets.** Company must provide off-street parking.
 - **Requests to cable over the pedestrian bridges to cross the streets will be approved on a case-by-case basis.** Absolutely no cables should be run across active lanes of traffic.
 - **In order to prevent damage, lighting must be kept away from all signs or vegetation.** No cabling through the vegetation and the grass is allowed.
 - **Company must return locations used for filming and equipment set-up to the same or better condition.**
 - **Food and drinks, other than water, are not allowed in City Hall.** Alcohol is never allowed on the premise.
 - **Trash receptacles must be provided. Production company generated trash must be removed at the end of each day.**
 - **Absolutely no gunfire.** Guns are allowed on set, but gunfire will not be permitted. General Services reserves the right to deny any activity deemed too disruptive for working government building.
 - **Absolutely no open flames or atmospheric smoke effects.** Combustible special effects (e.g., effects containing flames or sparks) will also be denied. Production may not bypass the building's fire suppression system.
 - **Windows typically cannot be opened.** If the company wishes to run a cable through a window, it must be approved by General Services and measures must be in place to seal the gap of the window.

- **Absolutely no plugging into house power.** Company must bring their own generator or request to use one of the power nodes on the property for a fee.
- **No activity is allowed on the adjacent walkway that runs south from the Spring St. steps.**
- **If requesting rooftop activity,** companies must laydown rubber mats to protect the neoprene membrane. Additional City Hall Personnel may be required.
- **Emergency lights may not be turned off.**
- **A farmer's market is held every Thursday in the South Plaza.** Companies may not interfere with it.

South Lawn:

- No equipment may be placed in the grass at any time. Talent may be on the grass during filming but must wait on the brick walkways between scenes.
- No vehicles or equipment weighing more than 5,000 lbs. may be placed on the pavers. $\frac{3}{4}$ " plywood board must be placed under the equipment for it to rest on. A $\frac{3}{4}$ " plywood board road will also be required wherever the vehicle will be driving to get into position.

Rotunda:

- Any equipment weighing more than 1,000 lbs. is not allowed on the balconies. If a company should wish to dispute this restriction, they would need to submit an engineering report from a certified engineer to support their claims. General Services still reserves the right to deny the request for the sake of the historical preservation.
- Absolutely no activity or staging in the 3rd Floor South Hallway until after 6:00pm.
- Chandelier is historic and may not be touched.
- The vestibules around the rotunda must remain clear at all times while the building is open to the public.

Board of Public Works Room(s) & Hallway(s):

- Cables cannot be run inside the offices or from any other doors to the offices that face the North Hallway until after 5:00pm.
- The curtains on the window cannot be touched or removed.
- The wooden pews cannot be removed.
- Productions may not interfere with BIDs being delivered Board of Public Works. Employees must have access at all times as this work is time sensitive.
- The FilmLA Monitor will capture before and after pictures of this area as well as take stock counts of the equipment/furniture to ensure all items are accounted for and properly put back.

Mayor's Press Room:

- The receptionist cannot be moved from her post until after 6:00pm.
- Cabling through the door in back (through the hallway that leads into the Mayor's office) cannot occur until after 5:00pm.