

**CITY OF SANTA MONICA
DEPARTMENT OF PUBLIC WORKS**

FILMING GUIDELINES

PRIMARY CONTACT

**City Film Permit office (310) 458-8737
(S.M. City Hall)**

Fax (310) 576-3598

**Department of Public Works
1685 Main Street Room 113
Santa Monica, CA 90401**

(See Contact List on following pages for other personnel to be contacted)

GENERAL GUIDELINES

Filming Hours - Residential: 8 a.m. - 10 p.m.

**Commercial: No restrictions if there are no residents within
a 250 ft. radius.**

***THE FILM OFFICE MUST HAVE THE COMPLETED FILM APPLICATION TO OUR
OFFICE A MINIMUM OF 3 WORKING DAYS PRIOR TO YOUR FILM DATE.**

**No filming allowed in commercial areas from the day before Thanksgiving to
January 2.**

No filming allowed on beaches or in commercial areas on July 4th.

No filming allowed on beaches or in parks on the weekend.

**No public parking within the Main Street Commercial District shall be used by film
crews between Memorial Day and Labor Day.**

**Liability Insurance is required for all film permits, which is \$1 million general
liability with the City of Santa Monica added as an additional insured.**

If on-street parking is to be used, a map must be submitted to the Film Permit office. The map must show where equipment will be located, the adjacent property address, and any public parking meter number(s) for spaces to be used.

Posting of "Temporary No Parking" signs must be done 24 hours prior to filming start time. See attachment for posting information.

Notice of cancellations must be received by Fire/Police Departments 24 hours prior to scheduled start time or the 8 hours minimum will be charged to the film company.

SITE SPECIFIC FILMING AREAS

Pier filming requires prior approval and scheduling through the Pier Administrative offices. (See contact list).

Airport filming requires prior approval and scheduling through the Airport Administrative offices. (See contact list).

Downtown Bayside District filming (2nd to 4th Streets, Broadway to Wilshire) requires prior approval from the Bayside District Corporation. (see contact list).

PUBLIC SAFETY PERSONNEL

Police - A police officer will be required for most filming. The number of officers will be determined by the Police Department. The fee per officer is \$120.00 per hour with an 8-hour minimum (\$960.00).

Fire - the rate for a Fire Safety Officer is \$70.53 per hour/ 8 hour minimum, \$105.80 per hour up to 12 hours and \$141.06 per hour over 12 hours. See attachment for guidelines.

L.A. County Lifeguards - Must be notified when any scenes are done in the water at Santa Monica beaches. (See contact list).

Harbor Patrol – A harbor guard will be required for all filming on the pier. The fee is \$75.45 per hour with an 8-hour minimum.

PARKING RESTRICTIONS

Parking in residential areas requires the signature of approval from the adjacent resident(s). If apartment building, signature of manager is required.

Parking in commercial areas requires the signature of adjacent business owner and list of adjacent parking meters by number to be used.

Parking is not allowed in red zones unless prior approval is given by the Film Permit office, Fire Department and Transportation Mgmt. Division.

Parking on streets with preferential parking requires the signature of adjacent home or 100% signatures of residents of adjacent apartment buildings.

No overnight equipment parking in residential areas is allowed.

All crew vehicles must be parked in parking lots and not on city streets.

City Public Structure Parking - The structures will be restricted to upper levels and may not be approved for Wednesdays because of the Santa Monica Farmer's Market. Call Saul Portillo for parking or film use, 458-8295.

Lot 9 - A maximum of 40 spaces may be used in this lot which is located in the 2600 block of Main Street, entrance on north side of Hill Street.

Lot 11 - A maximum of 25 spaces may be used in this lot which is located in the 2400 block of Main Street, entrance on Hollister Avenue.

Beach Lots - For filming or parking in beach lots, contact Saul Portillo at 458-8295

CONTACTS

City Film Permits	458-8737	Permit Specialists Department of Public Works
Police Department	458-8461 458-8426	Operations office Watchcommander-after hours
Fire Department	458-8677	During & after office hours
Santa Monica Pier	458-8900	Aurora Astorga
Bayside District Corporation (3rd St. Promenade)	393-8355	Debbie Lee

Parking structures & beach lots	458-4903	Saul Portillo
S.M. Airport	458-8706	Rod Merl
Parks	458-8573	Wendy Pietrzak
Courts or Playing Field Use	458-8300	Joyce Lock
Beach	458-8573	Wendy Pietrzak
County Lifeguard	305-9565	Lynn Atkinson
S.M. Main Library	458-8607	
Filming at any Santa Monica school	395-3204	Carey Upton
S.M. Civic Auditorium	458-8555	Carole Curtin
Santa Monica Swim Center	458-8701	Amy Thomas

CITY OF SANTA MONICA
FILMING FEES AND ASSOCIATED CHARGES
(Daily Rates)

		PERMIT FEE	USE FEE	TOTAL FEE
Airport	Motion	\$ 250*	\$ 750*\$	\$1,000
	Still	100*	400*	500

*Fee not required for filming on leasehold properties

Bayside District	Motion	250	See attached	
	Stills	100		
Beaches	Motion	250	1000	1250
	Still	100	100	200
City Hall	<u>Exterior</u>			
	Motion*	1500	0	0
	Still**	500	0	1500
	<u>Interior</u>			
	Motion*	2500	0	2500
	Still**	1000	0	1000

* Also requires \$25,000 security deposit

**Also requires \$ 1,000 security deposit

PARKS	Motion	750	250	1000
	Still	200	0	200
PIER/ CAROUSEL	Motion	250	(SEE ATTACHED)	
	Still	100		

		PERMIT FEE	USE FEE	TOTAL FEE
STUDENT	Motion & Still	100	0	100

NON-PROFIT/ EDUCATIONAL	Motion & Still	100	0	100
ALL OTHER LOCATIONS	Motion & Still	500 200	0 0	500 200
SCHEDULE CHANGES	\$ 50 for each scheduled day change or cancellation requested by the permittee			

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CITY OF SANTA MONICA

POSTING OF TEMPORARY NO PARKING SIGNS GUIDELINES

- 1. The day, date, and effective hours must be written on the black background of each sign that is posted.**
- 2. The sales receipt number must be written in the white background (adjacent to the word "no") on each sign posted.**
- 3. Temporary No Parking signs must be posted by the permittee and inspected by the Santa Monica Police Department a minimum of 24 hours before the date and time they are to take effect. (Per California Vehicle Code Section 22651M).**
- 4. Contact the Santa Monica Police Department Parking Enforcement at (310) 458-2226 Monday through Friday, 8 a.m. to 5 p.m. immediately after the signs are posted.**
- 5. Temporary No Parking signs shall not cover or obscure existing signs or parking meters.**
- 6. All signs must be removed upon completion of project by the permittee. Signs not removed will be removed by City Crews and a charge of \$25.00 per sign will be made against the permittee.**
- 7. When possible, post signs at eye level to a permanent fixture.**

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