

CITY OF FILLMORE



FILM PERMIT GUIDE

www.filmfillmore.com

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Film More in Fillmore

Thank you for considering the City of Fillmore for your film production. The City of Fillmore is committed to ensuring smooth and pleasant film productions, and this guide has been created to give producers, directors and location scouts everything they need to know (We hope!) about filming in Fillmore.

A Film Friendly Community

The City of Fillmore and its residents and business-owners are no strangers to film productions. For many years, Fillmore has attracted filmmakers into its historic "small-town America" downtown, and on board the famous Fillmore & Western movie train, which has appeared in many major films, television shows and commercials.

Why Fillmore?

Fillmore is a valuable locale for filmmakers because of its varied architecture, "main street", topography and unique small-town feel. While many cities have discouraged film activity within city limits, the City of Fillmore encourages productions. Our Film Commission works continuously to assist filmmakers to make filming within the City as smooth as possible. If you need help scouting locations or finding what you need, we will provide that help. Just ask!

How Does My Production Company Obtain a Film Permit?

Contact the City's Film Permit Coordinator (call 805-207-3030), who will provide you with the necessary paperwork and will answer any questions you may have. In this packet you will find helpful information pertaining to filming in Fillmore. Upon reviewing the information please download a film permit application and submit it to the film permit coordinator by either fax or email:

Fax: 805-524-5707

The Film Permit Coordinator will review the application for completeness. The following items will be determined upon review of the application:

1. Feasibility of proposed filming activity
2. Determine need to notify impact residents and/or businesses.
3. Calculate fees for filming

We ask for five working days notice on most productions, however, we can - and do - issue permits on shorter notice. Please call 805-207-3030 for additional information.

**FILMING FEE POLICY FOR SHERIFF AND FIRE SCHEDULING CHANGES,
EXTRA HOURS, AND/OR CANCELLATIONS**

The following minimum time and/or cancellation policy will be followed for all film productions in the City of Fillmore.

SHERIFF'S DEPARTMENT

1. Initial scheduling of Sheriff's personnel requires five (3) working days advance notice.
 - Sheriff personnel are required when pedestrian or traffic control will be used, or when deemed necessary by the Police Captain.
2. Four (4) hours minimum time at current rates for Sheriff Personnel will be scheduled for filming or charged for last minute cancellations for all Sheriff's personnel assigned.
3. Cancellation notice or changes to schedule must be provided to the Film Permit Coordinator 24 hours in advance for a refund to be received.*

FIRE DEPARTMENT

1. Initial scheduling of Fire Personnel requires two (2) working days advance notice.
 - Fire personnel are required on all locations. Fire personnel not only act as Safety Officers but they also function as monitors for the City of Fillmore. It is their responsibility to act as a liaison between the film company and the City of Fillmore, while insuring the conditions set forth by the film permit are adhered to.
2. Two (4) hours minimum time at current rates for Fire Personnel will be scheduled for filming or charged for last minute cancellations for all Fire Personnel assigned.
3. Cancellation notice or changes to schedule must be provided to the Film Permit Coordinator 24 hours in advance for a refund to be received.*

* For cancellation of weekend or Monday filming, notification must be made by Thursday afternoon. Administrative costs are not refundable.

Insurance

All productions are required to meet the City's insurance requirements. Unless greater or lesser coverage is requested, the applicant will agree to furnish the City evidence of:

- \$1 million comprehensive General Liability Insurance in the form of a certificate covering the entire period of the permit; and
- Naming the City of Fillmore and its employees, officers, agents and volunteers as additional insured.

Certificates that do not name the City of Fillmore and its employees and volunteers as additionally insured will not be accepted. (This information may also be found on the first page of the Film Permit Application.)

Security/Trash:

Applicant shall provide security (supervision) at all times for any set construction, tents or other temporary structures. Such structures shall not be left unattended by the applicant at any time. Applicant is responsible for removal of any and all trash generated by the production. If a trash hauler is used within the City, service must be provided through the City's provider, Santa Clara Valley Disposal (805-647-1414 ext. 7).

For More Information

If you need additional information, or have any questions regarding film permits or film locations, please call the City's Film Permit Coordinator at (805) 207-3030. The Film Permit Coordinator will be happy to work with you and answer your questions, and can also put you in touch with members of the Fillmore Film Commission. We welcome your inquiries, and hope you will consider the City of Fillmore for your production.

Downtown Filming

The downtown is used frequently by filmmakers. Because the downtown is the City's main shopping district, the City has adopted a special policy for downtown filming to minimize impacts on both merchants and film producers.

CITY OF FILLMORE BUSINESS DISTRICT FILMING POLICY

1. Prior to the issuance of any film permit in the Central Business District, a City of Fillmore representative will accompany the location manager when he/she obtains the authorization of affected merchants and notifies other, nearby merchants that filming will occur. This representative will handle all merchant inquiries related to filming and shall provide information and assistance to the film company. The production company must have the written authorization of "affected merchants" as defined above before the issuance of a film permit in the Central Business District before any film permit is issued.

At a ***minimum***, a merchant shall be considered "affected" if:

- ✓ Film activity is occurring *directly* in front of, or to the rear of, the business
- ✓ The business is directly adjacent to film activity occurring in front of, or to the rear of, a business
- ✓ No Parking is posted for parking spots located *directly* in front of, or to the rear of, the business
- ✓ Intermittent traffic control (ITC) is occurring in front of their business

Additionally, the City Film Permit Coordinator may determine if other merchants are to be considered directly affected.

Note:

- ❖ Each affected retail merchant must approve the filming. A city-supplied form will be provided to each affected merchant. If the merchant approves of the filming, they will sign one copy of the form and keep a copy for their information.
- ❖ It is the responsibility of the film company to obtain authorization from affected merchants. The film company will work with the merchant liaison during all phases of notification and authorization.
- ❖ The City does not determine how much each merchant will be impacted; the City only determines which merchants must authorize the filming. If a merchant is requiring compensation for impact to their business, the film company is required to make a "reasonable" offer as compensation. The City will not require a film company to pay compensation to a merchant that is not asking for "reasonable" compensation. The City will not grant a permit to a film company if they have not made "reasonable" offers of compensation to all affected merchants.

- ❖ Merchants and other businesses which are not directly affected but still in the vicinity of the filming will be provided written information on the filming not less than 72 hours prior to the beginning of any filming activity, including preparatory work
 - ❖ Initial notifications to merchants of upcoming filming activity must be given no less than 72 hours prior to the beginning of any filming activity, including preparatory work. If a change is required due to weather, re-notification must occur at least 24 hours prior to the filming activity.
 - ❖ Written authorization from affected merchants must be provided to the City not less than 24 hours prior to the beginning of any filming activity. The city manager may waive the 24-hour requirement if, in their opinion, the film company has made all reasonable attempts to secure authorizations but has been unable to do so for reasons beyond the film company's control.
2. Parking: In order to minimize the impact of any filming on business district merchants, film companies will be required to keep their equipment and work vehicles to a minimum in the downtown during any preparation, filming and strike work. Only those vehicles absolutely critical to the filming activity may be allowed to park in the business district (the City has nearby lots available for parking of crew and production vehicles.) The parking spots located on Main Street between Central Avenue and Fillmore Street may not be used for parking of vehicles or equipment. The parking lots located east and west of Central Avenue are also generally off-limits; only vehicles that cannot be located elsewhere and are vital to the film production may be allowed to use these lots. Note that use of these lots may increase the determination of which businesses are affected by the filming.
 3. Information sandwich board signs, provided by the City's Film Commission, will be placed on street corners informing the community that businesses are open and the public may enter through rear doors and/or advising which stores may be closed.