



CITY OF SAN MARINO

FILM & PHOTOGRAPHY REGULATIONS AND POLICY

All filming within the City of San Marino shall be undertaken in compliance with the requirements of the San Marino City Code as well as this Policy.

Restrictions On All Film & Photography Permits

Filming activity may not include the following:

- Performing animals.
- Gunshots or gunshot-like sounds.
- Vehicle stunts (including chase scenes).
- Helicopter use.
- Amplified noise louder than allowed under Chapter 14, Article 4 of the Municipal Code.
- Nudity.
- Pyrotechnics, open flame, or explosive effects.
- References, shots, or film footage of exteriors of City landmarks, City seal, location identifiers/street signage, City entrance markers, City-owned vehicles and buildings, and private property addresses, without expressed permission from the City Council.

The City Manager is authorized to impose additional conditions on a filming permit to protect public health and safety. All Film & Photography Permit Applications must be complete and include all requested documents.

San Marino Police Department Film Policy

All filming that involves the placement or use of vehicles on public streets or rights-of-way or the use of vehicles with Lacy Park shall require the employment of one or more police officers as determined by the City.

San Marino Fire Department Film Policy

All filming criteria listed below shall require the employment of one or more uniformed fire safety officers, as determined by the City.

- Productions using pyrotechnic special effects as defined by the California Health and Safety Code, and other special effects such as flame bars, propane cannons, and other large fire scenes where flammable liquids and gases are used.
- Productions involving stunts, such as pyrotechnic special effects, automobile crashes, chase scenes, body burns, and any other jumps or leaps involving automobiles, motorcycles, and people.
- Productions using tents where the occupant load exceeds 500 persons. Any tent larger than 10' X 10' requires a separate tent permit from the Fire Department.
- Interior and exterior productions that may cause the public to congregate and/or where the size of the crew may affect safe egress.
- Productions occurring near any brush cover areas of native vegetation where the potential for a wildfire exists. In addition, roads or trails traversing through such areas.

The City of San Marino will assign all personnel required. The firm or individual doing the filming shall pay the City at the rate listed on the next page per personnel assigned. Payment is due within 30 days of an invoice from the City. There is a minimum of two hours of compensation for any personnel not canceled within 24 hours of scheduled reporting time. All assignments are on a case-by-case reviewed basis.



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Permit Fees

The following are the fees associated with processing Film & Photography Permits. These do not include any reservation fees that may be included with certain City-owned spaces.

		Normal Rate	If application is turned in with less than 10 days before start of activity (Processing Fee + 20%)
Still Photography	Private Property	\$320 per day processing fee	\$384 per day processing fee
	Public Streets	\$320 per day processing fee + \$1,000 per day = \$1,320	\$384 per day processing fee + \$1,000 per day = \$1,384
	Public Parks & buildings	\$320 per day processing fee + \$1,000 per day = \$1,320	\$384 per day processing fee + \$1,000 per day = \$1,384
Motion Filming Level 1	Private Property	\$385 per day processing fee + \$500 per day = \$885	\$462 per day processing fee + \$500 per day = \$962
	Public Streets	\$385 per day processing fee + \$2,500 per day = \$2,885	\$462 per day processing fee + \$2,500 per day = \$2,962
	Public Parks & Buildings	\$385 per day processing fee + \$2,000 per day = \$2,385	\$462 per day processing fee + \$2,000 per day = \$2,462
Motion Filming Level 2	Private Property	\$725 per day processing fee + \$500 per day = \$1,225	\$870 per day processing fee + \$500 per day = \$1,370
	Public Streets	\$725 per day processing fee + \$2,500 per day = \$3,225	\$870 per day processing fee + \$2,500 per day = \$3,370
	Public Parks & buildings	\$725 per day processing fee + \$2,000 per day = \$2,725	\$870 per day processing fee + \$2,000 per day = \$2,870
Motion Filming Level 3	Private Property	\$1,405 per day processing fee + \$500 per day = \$1,905	\$1,686 per day processing fee + \$500 per day = \$2,186
	Public Streets	\$1,405 per day processing fee + \$2,500 per day = \$3,905	\$1,686 per day processing fee + \$2,500 per day = \$4,186
	Public Parks & Buildings	\$1,405 per day processing fee + \$2,000 per day = \$3,405	\$1,686 per day processing fee + \$2,000 per day = \$3,686



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Additional Staff Fees

The following are the hourly fees that will be charged for any assigned public safety personnel or measures deemed necessary for production.

Fire Safety Stand-By Time

If a Fire Safety Officer is deemed necessary, the following rate will apply:
\$120 per hour, per personnel assigned, 8-hour minimum

Police Stand-By Time

If Police personnel are deemed necessary to provide safety for the shoot, the following rate will apply:
\$180 per hour, per personnel,

Barricade Placement

If temporary barricades are required for the permit, a charge of \$755 will be applied.

Depending on the specifications of the permit, additional fees or staff time may apply.



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Types of Permits

There are four categories of filming permits: Still Photography, Level 1 Filming, Level 2 Filming, and Level 3 Filming.

If any of the following criteria are met for your shoot, the permit shall be filed under the highest level permit of criteria met.

<p>Still Photography</p> <ul style="list-style-type: none"> • Photography when no motion filming is occurring the photography will be used for commercial purposes. 	<p>Level 1 Motion Filming</p> <ul style="list-style-type: none"> • Filming is for 1 day only • No more than 5 people are present at any time • No more than 5 vehicles total, parked only on the driveway and on one side of the street immediately in front of the filming location property • No commercial trucks, vehicles, or equipment • No catering trucks or food service (pre-packaged food services allowed) • No tents or canopies • No outdoor lighting or amplified sound • No other properties will be visible in the background of any shots • No impact on public right-of-way or public facilities • No special effects or pyrotechnics • No use of UAS • No use of generators
<p>Level 2 Motion Filming</p> <ul style="list-style-type: none"> • No more than 19 people are present at any time • Parking is limited to one side of the street, with no more than 9 vehicles parked on the driveway and in front of the filming location property • No large commercial trucks, vehicles or equipment • No catering trucks, pre-packaged food service is allowed • No more than 400 sq. ft. of tents or canopies • No outdoor lighting above 850 lumens or amplified sound above that allowed by Section 14.04.05. • No other properties will be visible in the background of any shots without that property owner’s express written consent in addition to neighborhood consent (See requirements below) • No impact on public right-of-way • No pyrotechnics, and any other special effects are subject to public safety review and approval by Fire & Police. • No use of generators or UAS without public safety review and approval by Fire & Police 	<p>Level 3 Motion Filming</p> <ul style="list-style-type: none"> • 20 or more people are present at any time • Number of vehicles will result in 10 or more parked on City street, and therefore will require a comprehensive parking plan to be submitted for Police & Fire review and approval, and possible requirement of rental of parking spaces off-site and the use of a shuttling service • Catering truck or food services allowed at specified location subject to Police & Fire review and approval • Up to 800 sq. ft. of tents or canopies may be present • Any impact on the public right-of-way requires a transportation and traffic plan to be submitted for public safety review and approval by Fire & Police • Any use of special effects or pyrotechnics, UAS or generators are subject to public safety review and approval by Fire & Police



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Still Photography Permit Specific Regulations

Consent Requirements

- Written consent of property owner is required

Permit Days Cap

- 9 days (consecutive or separate) of still photography will be allowed per private property per year*

Hours of Operation

- 8:00 AM – 10:00 PM if it replicates all Level 1 Motion Filming standards
- 8:00 AM – 8:00 PM if it exceeds Level 1 Motion Filming standards

Level 1 Motion Filming Permit Specific Regulations

Consent Requirements (Note all signatures are required to be submitted prior to 10 days before the start of activity)

- 100% written consent required from immediate neighborhood (consisting of the 2 most neighboring properties on each side and 3 in the front and the rear of property lines).
- Written consent from property owner of filming location is also required.

Permit Days Cap

- 1 day per permit with a total of 12 allowed per year per private property*

Hours of Operation

- 8:00 AM – 10:00 PM

Level 2 Motion Filming Permit Specific Regulations

Consent Requirements (Note proof of Certified Mailing is required to be submitted prior to 15 days before the start of activity)

- 100% written consent required from immediate neighborhood (consisting of the 2 most neighboring properties on each side and 3 in the front and the rear of property lines).
- Written consent from property owner of filming location is also required.

Permit Days Cap

- No more than 3 permits per year per private property for a total of no more than 9 filming days per year (whichever comes first) at each private property*

Hours of Operation

- 8:00 AM – 8:00 PM



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Level 3 Motion Filming Permit Specific Regulations

Consent Requirements (Note proof of Certified Mailing is required to be submitted prior to 15 days before the start of activity)

- 100% written consent required from immediate neighborhood (consisting of the 2 most neighboring properties on each side and 3 in the front and the rear of property lines).
- 90% consent required from all residents and owners within 500 ft radius of the filming location's property lines.
- Written consent from property owner of filming location is also required.

Permit Days Cap

- No more than 3 permits per year per private property for a total of no more than 9 filming days per year (whichever comes first) at each private property**

Hours of Operation

- 8:00 AM – 8:00 PM

Additional Requirements

- Alternative, off-site, reserved parking must be arranged, with shuttle service as needed
- A pre-application meeting to discuss public right-of-way impact and safety is required, and application must include discussed mitigation plans and requirements.

*Neighboring property consent exemption: for private properties larger than 200 acres, there will not be a requirement to gather neighboring property consent if the film activity is 100% within that property's boundaries, assuming requests meet the other requirements of the City.

**Filming cap exemption: for private properties larger than 200 acres, there is no cap per year, assuming requests meet the other requirements of the City.



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Insurance Requirements

The City reserves the right to require higher general liability insurance limits and/or additional coverage (ex: automobile liability, aircraft liability, liquor liability, or other coverage), based on the film/still photography activities, risks, and/or number in attendance.

Required: General liability insurance. Applicant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO insured contract language will not be accepted.

If required: Automobile liability insurance. Applicant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Applicant arising out of or in connection with the film and/or still photography permit, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

If required: Workers' compensation insurance. Applicant shall maintain workers' compensation insurance (statutory limits) and employers' liability insurance (with limits of at least \$1,000,000). Applicant shall submit to the City, along with the certificate of insurance, a waiver of subrogation endorsement in favor of the City of San Marino, its officers, agents, employees, and volunteers.

If required, UA owner/operator shall procure and maintain insurance coverage at least as broad as: Aviation liability insurance, including bodily injury, property damage, products, and completed operations with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

Insurance Provisions

Additional insured status. General liability, automobile liability, and umbrella/excess liability insurance policies shall provide or be endorsed to provide that the City of San Marino and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Proof of insurance. Applicant shall provide certificates of insurance and required endorsements to the City as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by the City's Risk Manager prior to issuance of the permit.

Cont. on next page.



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Insurance Provisions

Primary/non-contributing. Coverage provided by the Applicant shall be primary, and any insurance or self-insurance procured or maintained by the City shall not be required to contribute to it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees, and volunteers, or shall specifically allow Applicant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Applicant hereby waives its own right of recovery against City and shall require similar written express waivers and insurance clauses from each of its subcontractors.

Requirements are not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Applicant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Applicant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. Applicant agrees to oblige its insurance agent or broker and insurers to provide the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of the Applicant's insurers are unwilling to provide such notice, then Applicant shall have the responsibility of notifying the City immediately in the event of Applicant's failure to renew any of the required insurance coverages or insurer's cancellation or non-renewal.