

# **CITY OF WHITTIER FILM PERMIT GUIDELINES**

## **A. GENERAL INFORMATION**

1. The City of Whittier Administrative Office will work directly with the production company for the issuance of a film permit. Production companies should provide the City with a completed film permit application for review at least 10 days prior to the planned start date. The Administrative Office phone number is (907) 472-2327.
2. All permit applications shall be submitted in writing. The production company is to make an appointment with City to discuss filming proposals at least two weeks before filming is planned to begin. Small projects can make phone appointments. Larger productions should plan to meet in person, and may require more time.
3. A permit shall be issued as soon as possible after submission of a completed application and all necessary attachments. The City of Whittier is a small entity with limited resources. Please submit application well in advance of filming and be patient.
4. Permit “riders” (a written attachment to the permit that accommodates changes) are allowed for minor changes to the permit. The City of Whittier has the right to require submission of a new or additional application for requests which involve a substantial change to any material element of the original permit, including, but not limited to, addition of pyrotechnics, more than two additional days of filming, change of location, or for when a proposed rider is submitted after expiration of the original permit. A permit cannot be extended or amended by rider after the completion of the filming activity. All riders not submitted in a timely manner will be subject to an additional fee.
5. If other non-Whittier City agencies (e.g., AKDOT, ARRC, etc.) have jurisdiction, the designee shall require the permit applicant to notify such overlapping jurisdictions, obtain appropriate consents and/or permits, and shall list such other agencies in writing on the permit.
6. The permit application fee is \$50.00, which is non-refundable, and which is due at the time of submission of the film permit application. This fee does not include charges for additional services such as Police, Fire, EMS, Public Works, Harbor, or any other. Rates for additional services shall be estimated and paid at time of permit issuance. If services exceed estimate actual fees will be due and payable within 7 days.
7. A land use fee shall be assessed based on the impact of the filming to the community. The minimum fee is \$100 per day, and may increase based on the size and complexity of the filming project.
8. A business license will need to be issued to the production company and the companies working for the production company, e.g. catering companies, crane companies, security companies, etc. To obtain a business license, please call (907) 472-2327.

9. All set-up, filming and strike down shall occur between the hours of 6:00 AM and 10:00 PM unless special permission is requested and approved by City.

10. All City of Whittier parking fees will apply. Large truck, trailers, motorhomes, etc. will require special parking permission and arrangements prior to arrival.

## **B. INSTRUCTIONS**

Please fill out the Application Form completely and attach the following documents to the form provided, as applicable:

1. Scaled Plan - required for all filming activities which require parking or occupancy of any vehicle, equipment or person associated with the filming activity on the public right-of-way.
2. Sample of Notification Letter - all residents and merchants within 300 feet of the film location must receive notice of filming 72 hours prior to start. The letter must be typed on film company letterhead per the attached instructions.

The letter shall state the following:

- (a) Name of your company, type of filming, name of your production and that you are proposing to film in the City.
- (b) Dates, times and locations when you propose to be on location.
- (c) Description of film activities.
- (d) Construction and strike down plans.
- (e) Complete contact information so that residents and businesses can contact you to discuss any concerns and/or perceived conflicts.

## **C. INSURANCE REQUIREMENTS**

Certificate of Insurance Form - must be on file with the City of Whittier prior to filming activity. Requirements are: \$1,000,000 General Liability; \$1,000,000 Auto Coverage, and statutory limits for Worker's Compensation.

Prior to issuance of a film permit, the production company shall provide the City of Whittier with the following certificates of insurance:

(1.) Commercial General Liability Insurance. The production company shall maintain commercial general liability insurance naming the City of Whittier, its officers, employees, agents, volunteers and representatives as additional insured(s). The amounts of insurance shall not be less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of \$1 million per

occurrence.

(2.) Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1 million per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

(3.) Worker's Compensation Insurance. In accordance with Alaska statute, the production company, if the production company has any employees, is required to be insured against liability for worker's compensation.

The City of Whittier shall be given thirty (30) days written notice of cancellation or material change to the insurance required.

#### **D. CONDITIONS**

1. There are to be no obstructions to any public or private right-of-way unless authorized to do so by conditions of permit. Use of private property must be obtained from the landowner in addition to the City issued filming permit.

2. The stopping of traffic is not permitted on any street for filming at any time unless approved by the City of Whittier.

3. A street closure or lane closure is not permitted on any street unless approved by the City of Whittier.

4. No pyrotechnics, no hazardous materials, no open flame, no vehicles inside a structure shall be used without prior approval from the Whittier Department of Public Safety. The permit holder shall comply with all requirements of the Department of Public Safety, including having fire personnel present to ensure safety as required by the department director.

5. Street parking in residential areas is not permitted, except a limited number of equipment vehicles used to produce the film may be parked at the site in accordance with a parking plan drawn to scale on the Whittier City form and approved by the City Manager. No film permits will be issued without the approval of the parking plan.

6. Required Public Service and Safety Employees (Police, Fire, Public Works, Public Works, Harbor):

(a) Off-duty police and/or fire personnel requirements shall be determined by the Director of Public Safety, and any City personnel required at the location(s) shall be at the permittee's expense.

(b) Payment for personnel must be made upon receipt of permit, and any additional hours of work shall be due within 7 days.

(c) A minimum of two (2) hours is to be paid for each City employee required by the permit, or requested by the permittee. Additional personnel may be requested by the

permittee at the time the application is filed. The permit holder shall pay the actual burdened rate for the actual hours worked by any City employee(s) whose services are required in connection with the filming. The City has final determination concerning the assignment of City employees as requested.

(d) The responsibilities of the public safety and other personnel encompass the interest of the citizens of the City of Whittier as well as the movie company. These officers are employees of the City of Whittier, not the movie company, and they will enforce all the City of Whittier regulations and the provisions of the film permit.

(e) On-site supervision by public safety personnel is in the public interest, however, the requirement for both fire personnel and police officer(s) may be modified at the discretion of those departments.

(f) The police officer will enforce the ending time listed on your permit. They are not authorized to extend it. The ending time means all vehicles and personnel leaving Whittier on the earliest tunnel following end time of permit.

(g) The minimum fine for violations of the permit conditions is \$500 per permit violation.

7. The production company shall have a copy of the film permit in its possession at all times.

8. Filming is to comply with all relevant provisions in the Whittier Municipal Code and all relevant City ordinances.

9. All property owners within 300 feet must be notified by mail at least three days prior to filming activities. This distance shall be measured by the linear distance in each direction from the nearest adjacent property lines of the location on all sides to all properties within a 300 foot radius, regardless of whether the properties are separated by a street, alley or other property.

The permit holder will be responsible for handling all the affected inquiries and complaints. Resolution of problems in a prompt and courteous manner is required.

10. If applicant intends to use wild animals, chemicals, explosives or fire, or intends to engage in any other hazardous activity, a statement to that effect is required in the application.

11. The City of Whittier shall have the privilege of inspecting the premises covered by this permit at any time without notice.

12. This permit shall not be assigned and any attempt to assign renders this permit null and void, without the express written approval from the City of Whittier.

13. Commercial filming, on public property or within public view, of any person naked or engaged in pornographic, lewd or obscene behavior is outside the scope of the permit and is strictly prohibited.

14. An additional fee will be assessed to the permit for all special services requested and/or provided by the City to the permittee. This includes all Police, Fire, EMS, Public Works, Harbor or other personnel as well as services such as harbor use, street closures, etc.

15. The location manager, or his or her designated representative, must be present at the filming location until pre-filming activities are completed, and must communicate to the production company the conditions of the permit.

16. Permittee agrees to comply with all applicable laws and to maintain any public premises used in the filming in good condition and to return said premises in the same condition as existed before said use.

17. The production company is expected to follow all federal, state, and local regulations, as well as prudent safety practices.

18. The City of Whittier may summarily revoke a permit and stop the production in the event the permittee does not adhere to all conditions of approval.

If you have any questions, please contact the City of Whittier Administrative Office at (907) 472-2327.

**ALL FEES MUST BE PAID IN ADVANCE, BEFORE FILMING BEGINS.**

I have read and understand the above policies/guidelines of the City of Whittier and agree to all the terms and conditions set forth above.

Company Representative:

Signature and Title: \_\_\_\_\_

Date: \_\_\_\_\_