

CITY OF CERRITOS
GENERAL FILMING/PHOTOGRAPHY RULES

Thank you for considering the City of Cerritos for your filming/photography project. The City has established a set of guidelines to assist you in the planning process and to ensure that we can process your request in the most efficient manner possible. If you have any questions regarding this document or any other aspect of the filming process, please feel free to contact the City's Senior Business License Officer, Arcy Hinojosa, at 562-916-1236.

PERMIT

A filming permit is required for commercial filming/photography within the City of Cerritos. The only exceptions made are for news crews and family video taping. Each permit is valid for up to five (5) consecutive calendar days. Permit must be in the possession of the Applicant/permittee at all times while on location.

Applicant/permittee must submit a City of Cerritos Film Permit Application along with facility reservation contract(s), if applicable. All fees and deposits are due at the time of application. Production company also agrees to pay within ten (10) days all subsequent charges for the use of a location as a result of the permit. Payments can be made by Mastercard, Visa, cash, cashier's check, or money order.

INSURANCE

A Certificate of Insurance must be delivered showing general liability coverage of at least \$1 million (\$5 million for Cerritos Center for the Performing Arts) and an endorsement. An additional cash bond may be required to cover possibility of property or equipment damage.

MONITOR

A Facility Coordinator or authorized City of Cerritos representative will be assigned to the Production at a cost billed to the Production company. The representative will have the right to enter area of use at all times during the period covered by the permit in order to ensure compliance with the permit.

ACCESS

Production company will only have access to the areas authorized in their rental agreement. All areas not specifically agreed upon are off-limits to all cast and crew.

FILMING HOURS

Normal filming hours are from 7:00 a.m. to 10:00 p.m. Any request for filming outside these hours must be approved by the City of Cerritos seven (7) business days in advance.

LIGHTING

Any external lighting used for filming must not be directed into public streets or residential areas without prior approval of the City of Cerritos.

SPECIAL EFFECTS

Any filming activity that requires the use of flammable materials, explosive devices, or open flames is considered a special effect. Applicant/permittee must obtain a special effects permit from the Los Angeles County Fire Department Film Desk. All special effects permits require a licensed special effects pyrotechnics operator.

GUNFIRE/FIREARMS

Gunfire or the brandishing of firearms must be identified in the permit request. This activity may require a Los Angeles County Sheriff's Department deputy be present to ensure safety and proper notification to appropriate law enforcement offices. Gunfire activity can require extensive

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notification beyond the standard 500 feet to ensure all those potentially affected by the activity are notified.

SHERIFF

Production company is responsible for contacting and hiring Los Angeles County Sheriff's Department deputies if required by their permit. All Los Angeles County Sheriff's Department deputies have the authority to enforce all filming permits issued within the limits of the City of Cerritos. They are authorized to enforce, modify, or revoke a permit for safety reasons.

FIRE

A permit from the Los Angeles County Fire Department is required for all filming/photography in the City of Cerritos. Production company is required to comply with the terms of the permit which may include hiring Fire Safety Advisors/Officers to be on site for the duration of filming/photography.

STORAGE

No equipment or vehicles will be stored overnight without prior approval of the City of Cerritos.

ORDERLINESS

Except where otherwise designated, no food or drink is permitted in the interior of City facilities during filming. Areas of production company use are to be kept continually free of trash and debris and maintained in a safe manner. Cables, dolly track, and other potential hazards are to be shielded. Interior floors are to be protected with layout board. Exterior landscaped areas are to be undisturbed unless otherwise agreed. Cast and crew meals shall be confined to the area designated in the Film Permit. Individuals shall eat within their designated meal area. All trash must be disposed of properly upon completion of the meal.

UTILITIES

Production company will provide its own electricity, sanitary facilities, phones, photocopy service and trash receptacles.

CREDITS

If your Production includes credits, a "Thank You to the City of Cerritos" would be appreciated.

FINAL PRODUCTION REPORT

After filming has completed, a Final Production Report will be sent to Production company. The City of Cerritos uses this report to assess the economic impact of Production and ensure that City resources and services keep pace as local production increases. Applicant/permittee is required to complete and return this report to the City of Cerritos.

TRAFFIC

Applicant/permittee must provide the City of Cerritos and Los Angeles County Sheriff's Department with location schedules and a diagram for any street closures to prevent potential traffic and/or parking problems.

DAMAGE

Production company will not damage or deface any part of the areas being used. Specifically, production company will not drive or allow others to drive nails, tacks or screws into any part of a building or its furnishings therein or apply tape or other materials to walls. Production company will cover all interior floor surfaces with layout board or mats as required to protect flooring. The Production company will not remove, trim, cut, or in any way alter trees and/or landscaping without prior approval of the City of Cerritos. Production company will restore site to the original condition upon completion of shooting unless otherwise approved by the City.

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SIGNAGE

All signs erected or removed for filming purposes will be removed or replaced by production company upon completion of the use of that location unless otherwise stipulated by the Film Permit. This is to include signs posted to direct the company to the location.

FACILITY USE GUIDELINES

All guidelines for use of facilities must be adhered to unless otherwise noted. Specific regulations, policies, and procedures apply to different facilities. To obtain copies of these documents or for more information contact the Senior Business License Officer at 562-916-1236.

COMPLIANCE

Production company will designate a representative to be on site at all times to ensure that all guidelines for use; policies and procedures and applicable local; state and federal laws are being adhered to. Production company agrees to obtain and keep in effect all permits and licenses required to conduct the permitted activities.

AUTHORITY TO STOP/CANCEL

If the permit terms are violated, the City of Cerritos may revoke the permit. In the event that an authorized representative of the City of Cerritos finds that activities being conducted by production company unnecessarily endanger the health and safety of any person; that said activities are or will cause damage to real property; or the schedule or restrictions specified in the permit are not adhered to, said representative, at their discretion, may suspend or cancel the permit. The City of Cerritos reserves the right to cancel the permit at any time without incurring any liability to the Applicant/permittee whatsoever. Any deposits or fees may be partially or totally forfeited. The Los Angeles County Sheriff's Department is the law enforcement agency for the City of Cerritos and may enforce all conditions of the permit to protect the health and safety of its citizens.

APPLICANT TO READ AND SIGN

I, the undersigned, have read and do understand and agree with the *General Filming /Photography Rules* and certify that I will abide by and enforce the rules, regulations,7 and policies governing the facility.

I will accept all responsibility for any damage to the premises including property, furnishings or equipment arising from the use of this facility.

In compliance with the facility's policies and procedures, I will ensure that any company with which I have a contract will also abide by the policies and procedures.

Applicant/Permittee's Name: _____
(Print Name)

Signature: _____

Title: _____