City of Seattle

OFFICE of FILM + MUSIC

MASTER FILM PERMIT MANUAL

2014

City of Seattle
Ed Murray, Mayor

TABLE OF CONTENTS

SEATTLE FILM OFFICE - 4 -
YOU WILL NEED A PERMIT IF: - 4 -
SEATTLE FILM OFFICE CONTACTS - 4 -
CITY DEPARTMENT LIAISONS - 4 -
CITY REQUIREMENTS FOR FILMING - 5 -
INSURANCE COVERAGE - 5 -
$500 / $1000 DAMAGE DEPOSIT - 5 -
COMMUNITY NOTIFICATION - 6 -
PUBLIC BENEFIT - 6 -
MASTER FILM PERMIT FEES - 7 -
FILMING IN SEATTLE - 8 -
ADVANCE NOTICE - 8 -
MASTER FILM PERMIT - 8 -
PARKING METERS - 8 -
BARRICADING STREETS WITH NO METERS - 8 -
OBTAINING BARRICADES AND RATES - 9 -
VEHICLE PARKING - 9 -
POLICE OFFICERS FOR TRAFFIC CONTROL - 11 -
DETOURS AND MAJOR TRAFFIC REVISIONS - 10 -
HOURS OF FILMING - 10 -
SEATTLE POLICE DEPARTMENT - 11 -
DETERMINING POLICE STAFFING LEVELS - 11 -
CONTROLLING POLICE COSTS - 11 -
SEATTLE POLICE CONTACTS - 11 -
PAYMENT PROCEDURES AND RENTAL FEES (SUBJECT TO CHANGE) - 12 -
POLICE VEHICLE RENTAL RATES (SUBJECT TO CHANGE) - 12 -
FILMING OF OFFICERS AND EQUIPMENT - 12 -
SEATTLE WATER DEPARTMENT - 13 -
WATER DEPARTMENT CONTACT - 13 -
PROCEDURE - 13 -
EQUIPMENT - 13 -
SEATTLE FIRE DEPARTMENT - 13 -
SEATTLE FIRE DEPARTMENT CONTACT - 13 -

SPECIAL EFFECTS - 13 -
FUEL AND REFUELING PROCEDURES - 13 -
DEPARTMENT OF PARKS AND RECREATION - 14 -
PARKS DEPARTMENT CONTACT - 14 -
ADVANCE NOTICE - 14 -
FEES - 14 -
SAND POINT - 14 -
PIKE PLACE MARKET - 14 -
PIONEER SQUARE - 15 -
EXEMPTIONS - 17 -
COMMUNITY CONTACTS FOR CONTRIBUTIONS - 17 -
APPENDIX - 18 -
MAP OF NEIGHBORHOOD SERVICE CENTERS 18
SAMPLE NOTIFICATION LETTER 19
SAMPLE FOR EXTENDED-HOUR OR LONG TERM FILMING 20
CITY OF SEATTLE -- CODE OF CONDUCT 21
FILM CONTACTS 22

Updated January 2014

SEATTLE FILM OFFICE

ONE CALL TO THE SEATTLE FILM OFFICE WILL PUT YOU IN BUSINESS

While filming (feature films, commercials, documentaries, student projects, television programming, music videos, still photography, public service announcements, or other filming/photography projects) in Seattle, many activities will require a Master Film Permit for the use of city streets, sidewalks, and public parking.

To welcome the film industry to our wonderful city, we offer some incentives:

- Fee of $25 per day for Master City Film Permits
- Use of City property, including Seattle parks and facilities, and Seattle Center grounds, as part of the film permit fee
- One-stop streamlined permit process for all City of Seattle property through the Office of Film + Music
- Parking passes for location scouts
- Support for low-impact, student, independent feature film productions:
    - Permit fee of $25 per project up to 14 consecutive days (with some restrictions)
    - Limited police assistance during filming

Please call the Film Office as soon you determine you will be working in Seattle. The more lead time given, the better we can serve you. **We will need your completed permit application no later than three business days before your first day of work**.

YOU WILL NEED A PERMIT TO FILM ON PUBLIC CITY OF SEATTLE PROPERTY IF:

- Traffic will be interrupted on City streets
- Pedestrian traffic on sidewalks will be interrupted
- A tripod or dolly is used on sidewalks or streets
- Wires or cables run across or over sidewalks
- A generator is used on a sidewalk or street
- Public parking will be impacted

SEATTLE FILM OFFICE CONTACTS

KATE BECKER, DIRECTOR	(206) 684-5030 / kate.becker@seattle.gov
CHRIS SWENSON, FILM PROGRAM MGR.	(206) 733-9245 / chris.swenson@seattle.gov
SAM MOUSER, PERMIT SPECIALIST	(206) 233-3948
JULIE BORDEN, ADMIN SPECIALIST	(206) 684-8017
FAX	(206) 684-0379
WEB SITE	http://www.seattle.gov/filmandmusic
MAILING ADDRESS	P.O. Box 94708, Seattle, WA 98124-4708
STREET ADDRESS (deliveries)	700 Fifth Ave, Suite 5752, Seattle, WA 98104-4708

CITY DEPARTMENT LIAISONS

MARILYN VANCIL, SEATTLE DOT	CONTACT FILM OFFICE
CHRISTY KERNS, POLICE DEPT.FILM UNIT	(206) 684-8697
JEFF HODGES, PARKS DEPT.	CONTACT FILM OFFICE

CITY REQUIREMENTS FOR FILMING

INSURANCE

Note: Insurance is NOT required if ALL of the following criteria apply:

- Production budget less than $10,000
- Five or less total cast and crew
- Only one camera
- Outdoor production only
- Traffic control not required
- Pedestrian traffic on sidewalks not cordoned off
- No electrical generation, wires or cables run or light set-up
- Public parking will not be impacted

If insurance is required, certification of liability insurance as specified below must be submitted:

- Minimum Coverages and Limits of Liability: Commercial General Liability (CGL) or Business Liability covering Premises/Operations and Automobile Liability insurance with minimum limits of liability of $1,000,000 each occurrence bodily injury and property damage Combined Single Limit (CSL).

- If pyrotechnics or explosives used, CGL or Business Liability insurance minimum limits of liability increased to $2,000,000 CSL and coverage shall not exclude such perils.

- The City of Seattle ("City") shall be included as an additional insured for primary and non-contributory limits of liability under each liability insurance policy with respect to permits issued by the City. The minimum limits of liability stated above are minimum limits only and shall not operate to limit the liability of any insurer to less than the policy limits available to the named insured as stated in the declarations page. The City must be an additional insured under the permittee's total limits of liability, whether such limits are insured or self-insured, primary, excess, contingent or otherwise. The additional insured policy provision shall be as per the ISO CG 20 12 or CG 20 26 additional insured endorsement or the designated or blanket additional insured equivalent thereof.

- Certification of insurance shall be issued to the following with a minimum thirty (30) day notice of cancellation, except ten (10) day notice for cancellation on account of non-payment of premium:

  The City of Seattle
  Office of Film + Music
  P.O. Box 94708
  700 5th Ave, Suite 5752
  Seattle, WA 98124-4708

- An actual copy of the CGL or Business Liability additional insured policy provision must be attached to the certificate of insurance.

- Insurance certification, including a copy of the additional insured policy provision, shall be emailed as a PDF or XLS attachment to sam.mouser@seattle.gov and/or chris.swenson@seattle.gov.

So long as current certification of insurance is approved and on file with the City, it may be used for all Master Film Permits issued during the policy period.

$500 / $1000 DAMAGE DEPOSIT

The purpose of the refundable deposit is to cover damage you may do to City facilities - fire hydrants, signals, broken sidewalks, parking strips or lawns, etc. **Upon completion of your project, call the Film Office to request that your deposit be returned**. The Film Program Coordinator will inspect the film site(s) and check the status of any outstanding bills. Productions shall be responsible for restoration of the public places used under the master film permit. Please notify us at 206-733-9245.

COMMUNITY NOTIFICATION

The City is happy to have you filming in Seattle and we want our residents to feel the same way. Most of the complaints we receive, especially the ones that go to the Mayor's Office and City Council, transpire because residents feel they have not been given adequate notice, or the notice did not accurately reflect what happened. ***Please follow the procedures outlined below when notifying residents and businesses in the area of filming activity.***

- All adjacent properties shall be notified a **minimum** of 3 days prior to filming.
- Distribute notification in an area not less than one block in all directions from the area where you will be filming.
- A sample notification form is provided on page 19. If you prefer to make your own, be sure it contains all the information that is supplied on the sample form.

For productions that will have a high impact to the neighborhood, business, and residents, or will be operating outside regular working hours (see Page 10):

- Sign-off agreements are required from all adjacent properties a **minimum** of 3 business days prior to filming.
- A sample sign-off form is provided on page 20. If you prefer to make your own, be sure it contains all the information that is supplied on the sample form.
- Call the Neighborhood Service Center coordinator in the area where you will be filming. They can be very helpful if you need information about an area. (See map with addresses and telephone numbers on page 19.)

Failure to properly notify residents or to make reasonable accommodations to mitigate your impact on a neighborhood or business district may result in cancellation of your permit.

PUBLIC BENEFIT

The City of Seattle is not allowed by the Washington State Constitution to gift public funds. The Office of Film + Music needs to account for the use of City streets and buildings during filming now that the use is included in the film permit at no additional charge. Below are some examples of ways that production companies can benefit the public:

- **Educational Opportunities on set.**
- **Donations to Foundations that benefit the city:** Woodland Park Zoo Society, Seattle Animal Shelter, Seattle Parks Department, Seattle Public Library Foundation, Seattle Center Foundation
- **Donations to the City:** Photographs of City property for marketing purposes, photos for Office of Film + Music website, donations of plants to Parks Department, upgrades to City-owned property used during filming, donations to the Mayor's Office for Seniors

CITY OF SEATTLE
MASTER FILM PERMIT FEES

Most Productions:

- **$25 per day of filming**
- **$500 refundable deposit for:**
  - Small local feature
  - Independent Feature
  - Short or Documentary
  - Commercial Photography
    (ex. - still print ads, catalog shoots, etc.)
  - Small Video Productions
- **$1,000 refundable deposit for:**
  - Mid-Sized or Major Studio Feature Films
  - Local or National Commercials
  - Made for TV Movies or Series
  - Music Videos

Low-Impact, Independent Feature/Short Film Productions:

- No exclusive use of streets by production vehicles or crew
- No generator
- 10 or less crew members
- No special effects
- No closure of pedestrian areas
- No filming of moving picture vehicles
- Other restrictions may apply

- **$25 per production for the first 14 filming days**
- **After 14 days, the fee is $25 per day**
- **$500 Refundable Deposit**

THE PERMIT FEES INCLUDE:

- **The use of City property, including parks, Seattle Center exterior spaces, and other City facilities.**
- **Street Use Permits**
- **Location Scout Parking Passes**
- **Water Hydrant Permits**
- **Pyrotechnics (Fireworks Use) or Class C Special Effects Permits**
- **Noise Variance Permits (minimum of 10 days advance notice required)**
- **All City of Seattle costs associated with issuing and overseeing the Master Film Permit and its components**

FILMING IN SEATTLE

ADVANCE NOTICE

We need 3 – 5 business days notice of your intent to film in Seattle to begin the process. Office of Film + Music coordinates all permission with Seattle Department. While most permits can be issued very quickly, permits that involve coordination with several different agencies or jurisdictions take time. The more complex the project is, the more lead time will be necessary.

MASTER FILM PERMIT

Before your initial meeting and/or conversation with the Film Program Coordinator, review the *Master Film Permit Application* Word document at www.seattle.gov/filmandmusic. This form, after approval, will become your Film Permit. A copy of the Film Permit must be kept at the film site at all times. Another copy must be given to the lead police officer upon arrival at the site.

SEASONAL RESTRICTIONS

No filming is allowed in the downtown area (including the Pioneer Square neighborhood) during the 4th of July weekend, the last weekend of July (Saturday and Sunday), and the first weekend in August (Friday, Saturday and Sunday) due to regularly scheduled multiple special events occurring throughout this area. Police officers are not available for hire on these dates in any area of Seattle. More seasonal restrictions can be found on Page 15 and 16.

PARKING METERS / PAY STATIONS

If needed, parking meters and pay station spaces are available for reservation for $15.00/day/meter Monday through Saturday. On Sundays and holidays there is no fee for meter or pay station parking space reservation, but you must follow the barricading instructions below.

All parking meters/spaces must be "hooded" 24 hours in advance. Submit the list of meter numbers at each location, as part of the permit application. Meter numbers can be found on the parking meter "head", pay station spaces have round metal plates in the sidewalks with meter numbers stamped on them.

Street parking spaces along arterials and other downtown streets are **peak-hour restricted** during morning and afternoon rush hours. Peak-hour restricted spaces are noted at each parking space.

The decision to hood meters or use barricades will be made by the City and Production Company during permit discussions. **Restricted public parking is for production vehicles only - NOT FOR CREW VEHICLES.**

NOTE: THERE WILL BE A $250 FEE FOR ANY LOST OR DAMAGED HOOD

BARRICADING STREETS WITH NO METERS

- The production company is responsible for renting and setting up barricades to prevent parking.
- Barricades must be in place **72 hours in advance**. Time and date of parking restrictions must be written clearly on the barricade. Also, a map showing the barricaded spaces or copy of the verification document must be physically attached to at least every third barricade.
- Once barricades are erected, the production company is responsible for verifying that they are all up and in the correct spaces **24-48 hours in advance** by using the online barricade verification process at http://web1.seattle.gov/sdot/nopark/. It is the production company's responsibility to check that the barricades are in the right place and are marked properly, SDOT and the Office of Film + Music will not verify the barricades. **THE ON-LINE VERIFICATION PROCESS MUST BE COMPLETED A MINIMUM OF 24 HOURS PRIOR TO THE TEMPORARY NEW PARKING ZONE TAKING EFFECT.** SPD will not enforce Temporary No Parking Zones without proper verification. As part of the new on-line process, you will be asked to print two copies of the Public Notice and affix them to two signs per block. Complete barricade verification instructions can be found at http://www.seattle.gov/transportation/parking/tempnoparking.htm
- **Barricades should be taken down when all vehicles arrive**. However, if vehicles will be coming and going, the barricades should remain in place.

Signs must be verified following the above process before any enforcement action may be taken.

If vehicles are found inside the barricaded area, call 9-1-1 for police to issue a citation. It is illegal to tow a vehicle from a public street unless a citation has been issued. The production company will be held responsible if cars are towed illegally.

NOTE: BARRICADE PICKUP AND DELIVERY WILL BE DONE BY THE BARRICADE COMPANIES. THE PRODUCTION COMPANY IS RESPONSIBLE FOR FOLDING AND TAKING BARRICADES OUT OF THE STREET SO REGULAR PARKING MAY RESUME AT THE END OF FILMING.

OBTAINING BARRICADES AND RATES

The film production company may contract with any company for barricades. There are two suggested companies. Rates below are subject to change:

National (206) 523-4045 or http://www.barricade.com/
Aabco (206) 363-6212 or http://www.aabcosign.com/

Sample rate: $.40/barricade/day with a 6-day minimum fee or $45/day, whichever is greater.

Examples: 15 barricades for 6 days (15 x .40) = $6.00/day x 6 days = $36.00
5 barricades for 1 day (5 x .40) = $2.00/day (x 6 day minimum = $12.00)
*The charge for both would be the minimum $45/day

VEHICLE PARKING

Free Parking Passes for Scouting Locations

The Film Office offers location scouts a parking pass that allows them to park at meters/spaces without paying for a specified period before the first day of filming.

Truck parking permit:

The truck parking permit is part of your Master Film Permit. You will receive a parking pass to put in each production vehicle which allows parking at a specific meter or barricaded location.

Carpool restricted areas:

Filming on streets with carpool restrictions is allowed after 6 pm on weekdays and anytime on weekends. Carpool spaces are in effect Monday through Friday, including Holidays. **Please contact the Office of Film + Music if you wish to reserve parking spaces designated as 'Carpool' spaces.**

If your project requires the use of parking spaces normally reserved for carpools, you must do the following:

1. Contact Film Program Coordinator Chris Swenson at (206) 733-9245. The Office of Film + Music coordinates all parking requests within the Master Film Permit.

2. Provide the same number of spaces at a nearby location.
   - The alternative spaces must be located very close to those you are taking.
   - The alternative spaces may be located on the street or in a private parking facility.
   - The alternative spaces must be well-signed as reserved for carpools.

3. Notify the carpoolers who normally would park in the location you wish to use at least 24 hours in advance so that they can plan to park at the alternative location that you have reserved for them.

4. Provide carpoolers with clear directions; i.e., **signage**, to and instructions for using alternative parking.

Crew Parking:

The number of vehicles at a filming site should be limited to a minimum number needed to film successfully. This will minimize congestion and negative impacts on both businesses and neighborhoods. Production companies should look for pay, school, or church parking lots nearby. **Staff, talent, and crew cars will not be permitted to park at barricades in residential areas or at hooded meters.**

Peak Hour restrictions:

- No traffic control will be allowed on arterial streets during peak hours.
- Peak hours are in effect downtown from 6 - 9 am and from 3 - 6 pm weekdays. On all other arterial streets the restrictions are from 7 - 9 am and 4 - 6 pm on weekdays.
- There are no weekend peak hour restrictions.
- **King County Metro must be notified any time traffic will be controlled on an arterial.**

DETOURS AND MAJOR TRAFFIC REVISIONS

When it is necessary to block a street in an area of heavy traffic **a traffic control plan is required**. Traffic control plans describe where detours will be placed and the alternative routes that traffic will use. Seattle Department of Transportation (SDOT) and Police Department personnel will design the traffic control plan after reviewing your permit application.

NOTE: IN LOCATIONS OF HEAVY TRAFFIC CONGESTION, IT IS OFTEN POSSIBLE TO SIMPLIFY THE PROCESS BY FILMING EARLY SATURDAY AND SUNDAY MORNINGS WHEN THERE IS LESS TRAFFIC.

NOISE ORDINANCE / HOURS OF FILMING

Filming in residential areas is prohibited between the hours of 10 pm and 7am weekdays and 10pm and 9am weekends. This applies to the arrival and departure of cast, crew and equipment as well as actual filming. In some instances, if advance written approval is obtained from the residents affected, the Film Office may grant an extension. **See attached Extended Hour Form on page 21**. If an extension is granted, a noise variance is required. The cost of the variance is included in the permit fee and requires **10 days advance notice**.

SEATTLE POLICE DEPARTMENT

SEATTLE POLICE CONTACTS
After contacting the Film Office and completing the Film Permit Application, contact the Seattle Police Operations Center Film Liaison, who will determine the support needed for each location:

Officer Christy Kerns, Film Liaison
Special Police Operations Center
Seattle Police Department
PHONE (206) 684-8697, FAX (206) 615-1990
Main office (206) 684-5090

Uniformed police officers, working voluntarily on an off-duty basis, under the supervision of a lead officer, will be hired to monitor and assist film production companies while filming in public areas in Seattle. The lead officer is a Seattle Police officer staffed by the Seattle Police Operations Center. Film companies are required to have police services if film production requires traffic control and revisions, weapons (replicas or real), safety hazards, filming depicting police activity (detectives/police making arrests with handcuff, etc.) or unusual circumstances which could create alarm to the citizens of the City. Exceptions will be determined by the Seattle Police Operations Center. The Officers' responsibility is to maintain a police presence and protect the City's and citizen's interests.

POLICE OFFICERS FOR TRAFFIC CONTROL
If you plan to control street traffic, a police officer or certified flagger must be on site. Certified flaggers can only be used under certain conditions after discussion with the Office of Film + Music. The Seattle Police Operations Center will assist you in obtaining off-duty Seattle Police Officers.

DETERMINING POLICE STAFFING LEVELS
There are four criteria used in determining police staffing levels. They are:

1) Safety issues (closure of a road for a high-speed chase, explosions, traffic re-routes, weapons, stunts, etc.)
2) Intermittent traffic control (ITC) needs
3) Seattle Department of Transportation (SDOT) requirements
4) Security (determined by filming location, time of day, etc.)
5) Production Company requests

If a safety issue exists:
The Police Department will determine the number of officers and/or supervisors. An activity or location will not be permitted without the number of officers required to conduct the event safely.

If no safety issue exists:

- The Film Liaison will assist you in determining the number of personnel (off-duty officers) needed.
- When off-duty officers are used, they still maintain their full police authority, with the obligation to enforce all City and State laws.
- In some cases, you may use private security personnel or production assistants. In these cases, the Police Department will not ensure that the site can be secured and will not supervise or be responsible for safety or security. If you hire non-police personnel you do so at your own risk. *Contact the Office of Film + Music for more information prior to moving forward with private site supervision.*

CONTROLLING POLICE COSTS

- Officers are paid from the time they are told to report until the time they are dismissed. Officers using police vehicles are paid from the time they pick up a patrol car until the time they return it to a precinct (patrol vehicles are part of a working fleet and must be protected by insurance while in operation).
- Do not have officers report before you need them or stagger reporting times.
- The lead officer is the main contact at each shoot. The lead officer will need one specific person who speaks for the production company. **The lead officer needs a copy of the permit upon arrival**.
- Provide as much notice as possible for requests and location needs.
- Advise your lead officer of cancellations as soon as possible to avoid paying minimum show-up charges. Cancellations without 24 hours advance notice will result in a 4 hour minimum charge.

PAYMENT PROCEDURES AND RENTAL FEES (SUBJECT TO CHANGE)

OFF-DUTY FEES

- All off-duty Police Officers will be hired by the Seattle Police Operations Center. The production company will be invoiced by the City of Seattle Police Department. Off-Duty Officer rates are approximately $70 per hour per officer, with a 4 hour minimum hire.
- Officers are responsible for security and safety at the location site and are paid whether they are on duty or on a meal break.
- Officer Reassignment When Schedule Changes: Filming schedules must sometimes be changed after an officer has been assigned for work. In this event, call the Film Liaison at (206) 684-5090 weekdays, or (206) 310-7865 after hours or weekends. If efforts to contact officers are not successful, they must be paid the minimum of four hours.
- Police Liaison Fees: Production companies will be charged for liaison work if deemed excessive due to multiple scheduling changes, delays, and/or field visits.

POLICE VEHICLE RENTAL RATES (SUBJECT TO CHANGE)

- Note: In order to use a Seattle Police Department vehicle in any type of film project please submit to the Film Office - in addition to your permit application - a request in writing, including a clear description of how the vehicle will be used in the shot.
- If your request for the vehicle includes the use of the Seattle Police Department logo, a script must be included as well.
- We must receive this request at least 7 working days before filming.
- Rental fees for Seattle Police Department equipment will be charged on a daily basis. The production company will be billed by the Seattle Police Department's Fiscal and Property Management Division upon completion of the project or use of the equipment. *City equipment can only be operated by Seattle Police Officers*

Motorcycle	$7.50/hour
Traffic Car	$7.00/hour
Patrol Car (marked)	$9.50/hour
Patrol Car (unmarked)	$7.00/hour
Van (marked)	$7.00/hour
Boat	$104.50/hour
Horse	$12.00/hour
Scooters	$7.00/hour
Bus / Large Vehicles	$15.00/hour

Rates are subject to change.

NOTE: ALL VEHICLES WILL BE RETURNED TO THEIR RESPECTIVE PRECINCTS AT THE END OF EACH DAY'S PRODUCTION SCHEDULE. *CITY EQUIPMENT CAN ONLY BE OPERATED BY SPD OFFICERS*.

FILMING OF OFFICERS AND EQUIPMENT

Seattle Police officers, vehicles, uniforms, insignia and equipment will not be made available for use **on film** by film companies without written express consent of the Chief of Police. For approval contact the Film Liaison at (206) 684-0910.

SEATTLE WATER DEPARTMENT

Hydrant permits are issued, as needed, as part of the Master Film Permit. Include the hydrant use request during the film permit application process. *You do not need to contact the Public Utilities Department separately.*

WATER HYDRANT PERMIT CONTACT

Seattle Office of Film + Music	206-733-9245
Water Services	206-233-2633
Central Building After Hours – Operations	206-386-1800
810 3rd Avenue, 6th Floor Seattle, WA 98104	

PROCEDURE

- Hydrant permits are issued, as needed, as part of the Master Film Permit.
- All water holding vehicles must have prior inspection by the Water Quality Division.

EQUIPMENT

- Permit holders may provide their own valves approved by Seattle Water Department. However, the Seattle Water Department has valves available for permit users at an additional fee.
- The Water Department will provide a properly sized valve, instructions on the proper use of the hydrant, valve and equipment to all persons who will be using the hydrant, and stipulate what hydrants may be used. Use of Seattle Water Department valves and equipment requires 7-day minimum advance notice, a deposit for the valve equipment, and fees for equipment rental.
- The production company must provide hose equipment.

NOTE: THE WATER TRUCK YOU ARE RENTING MAY ALREADY HAVE A HYDRANT PERMIT. CHECK WITH THE VENDOR BEFORE CONTACTING THE WATER DEPARTMENT.

SEATTLE FIRE DEPARTMENT

Pyrotechnics (fireworks use) or Class C Special Effects permits are issued, as needed, as part of the Master Film Permit. Include the request during the film permit application process.

SEATTLE FIRE DEPARTMENT CONTACT

Lt. Janet Beal, Special Events (206) 386-4521

SPECIAL EFFECTS

Use of open flame, special effects and fireworks will require a permit.

FUEL AND REFUELING PROCEDURES

Vehicles used for refueling must be inspected. You may want to consider arranging for refueling to be done by an approved fuel supplier. For more information about refueling requirements call Lieutenant Beal at (206) 386-4521.

DEPARTMENT OF PARKS AND RECREATION

The Film Office will coordinate with the Parks Department to schedule your shoot, *you do not need to contact the Parks Department separately*. Seattle Parks Permits are issued, as needed, as part of the Master Film Permit. Include the Park use request during the film permit application process.

PARKS DEPARTMENT CONTACT
Jeff Hodges **(CONTACT FILM OFFICE)**

ADVANCE NOTICE

- User should call the Film Office as far in advance as possible.
- Depending upon the extent of activities and time of year, formal approval and issuance of the permit may take from two days to two weeks. Please plan accordingly.

FEES
Use of the buildings and property is included in the Master Film Permit fees; however, Master Film Permit fees do not include charges for utilities, water hook-up, or staff costs.

Electricity or water hook-up (if necessary)
$55.00 plus staff costs

WARREN MAGNUSON (SAND POINT) PARK

There are no interior building locations at Warren Magnuson Park available for filming under the Seattle Film Permit.

Exterior filming at Warren Magnuson Park is permitted with the Seattle Film Permit following the street use and Parks Department procedure above. The Film Office will coordinate with Warren Magnuson Park to schedule your exterior shoot; *you do not need to contact Warren Magnuson Park separately.*

PIKE PLACE MARKET

For guidelines for filming at the Pike Place Market, please visit this URL:
http://www.pikeplacemarket.org/commercial-filming

Contact Sue Gilbert Mooers for more information (sue@pikeplacemarket.org).

MARKET FEE STRUCTURE:

- Filming costs vary based on the size, scope and impact of the production.
- Rates and fees range from $200 to $2,000 per day and are subject to change.
- Rates and fees are highest during the busy summer months.
- Advance notice is strongly advised. Requests made at the last minute may be denied.

NOTE: PIKE PLACE MARKET IS A PUBLIC DEVELOPMENT AUTHORITY, NOT UNDER THE JURISDICTION OF THE CITY OF SEATTLE.

PIONEER SQUARE

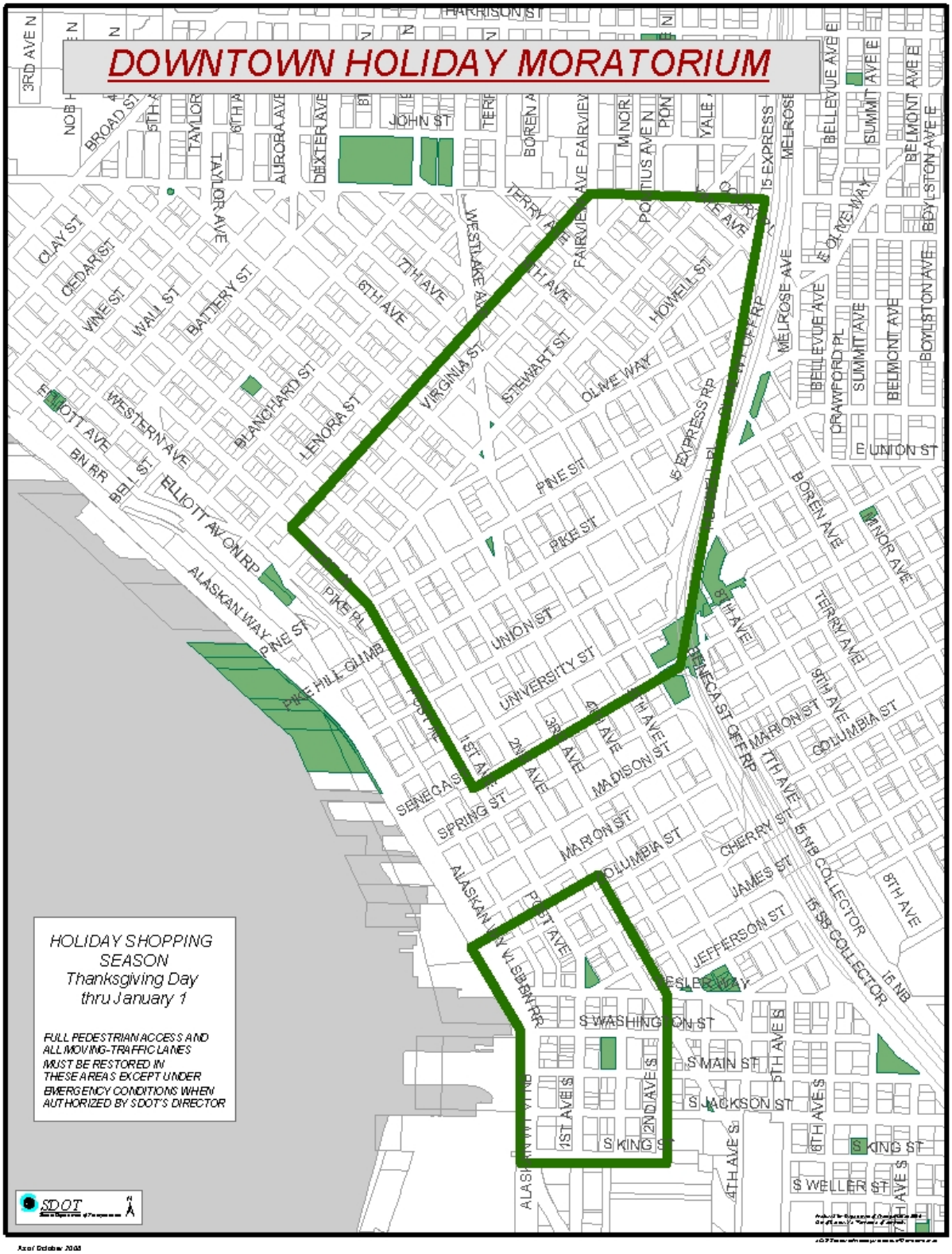
The Pioneer Square Neighborhood has its own special and unique qualities. It is a National Historic District as well as home to two sports stadiums. Some restrictions are in effect:

- From Thanksgiving Day until Christmas Day.
- During Seafair weekends – last weekend in July and first weekend in August.
- During “Fat Tuesday” (March). Please call (206) 667-0687 for exact dates.
- During “Game Days” at Century-Link Stadium and Safeco Field.
- The Notification Process is crucial and sensitive in Pioneer Square. Please call the Pioneer Square Community Association (206) 667-0687 or talk to the Film Office for details on the procedures to follow.
- Donations from production companies are welcome to the Pioneer Square Business Community Association Marketing Fund when filming occurs in Pioneer Square.

For a copy of the Pioneer Square Filming Guidelines, please call the Pioneer Square Community Association at (206) 667-0687.

DOWNTOWN HOLIDAY MORATORIUM

From Thanksgiving until New Year's, filming in downtown Seattle is restricted according to the following map:



OTHER RESTRICTIONS

- **FAA NO FLY ZONE RULES**. The No Fly Zone goes into effect one hour before, and lasts until one hour after, the scheduled time of event (see next sentence). All aircraft and parachute operations are prohibited at and below 3,000 feet within a **3-nautical mile radius** (a nautical mile is 1.3 standard mile) **of any stadium having a seating capacity of 30,000 or more people in which a Major League Baseball, National Football League, NCAA Division One football, Major League Soccer or major motor speedway event is occurring**. Questions should be directed to the FAA at (800) 992-7433

- **WEAPONS.** The use of weapons (real or simulated) in a public place, or in view of the public, will require the presence of Seattle Police on site.

- There are other times during the year that filming and parking restrictions may apply in various parts of the city. Restrictions may apply during Seafair; during various neighborhood business fairs or events; around certain construction projects; or during large conventions or sporting events. The Seattle Film Office will inform you of any potential restrictions during your planned filming period.

- If there is substantial disruption (particularly parking), the neighborhood and/or business district needs to be informed at least one week in advance.

- No personal pets on set.

EXEMPTIONS

(FEES, DEPOSITS)

The Mayor's Film Office will consider requests for waivers or reductions of fees and deposits for:

1. Students filming as a part of an educational project sponsored by an accredited educational institution.
2. A permit applicant that is a recognized nonprofit, tax-exempt organization as described in Section 501(c) 3 of the Internal Revenue Code, as now or hereafter amended, and who seeks a master filming permit for a print or media public service announcement.
3. Any department of the City of Seattle.

No exemption will be granted, however, for large productions for any agency or organization. Any question on the matter of fee exemptions or variance in deposit or insurance will be decided by the Film Office Director under advisement of the City's Risk Manager.

COMMUNITY CONTACTS FOR CONTRIBUTIONS

Seattle is known for its spirit of community and giving. We invite production companies who visit our city to join with us and contribute leftover food and expendables to local non-profit groups needing assistance.

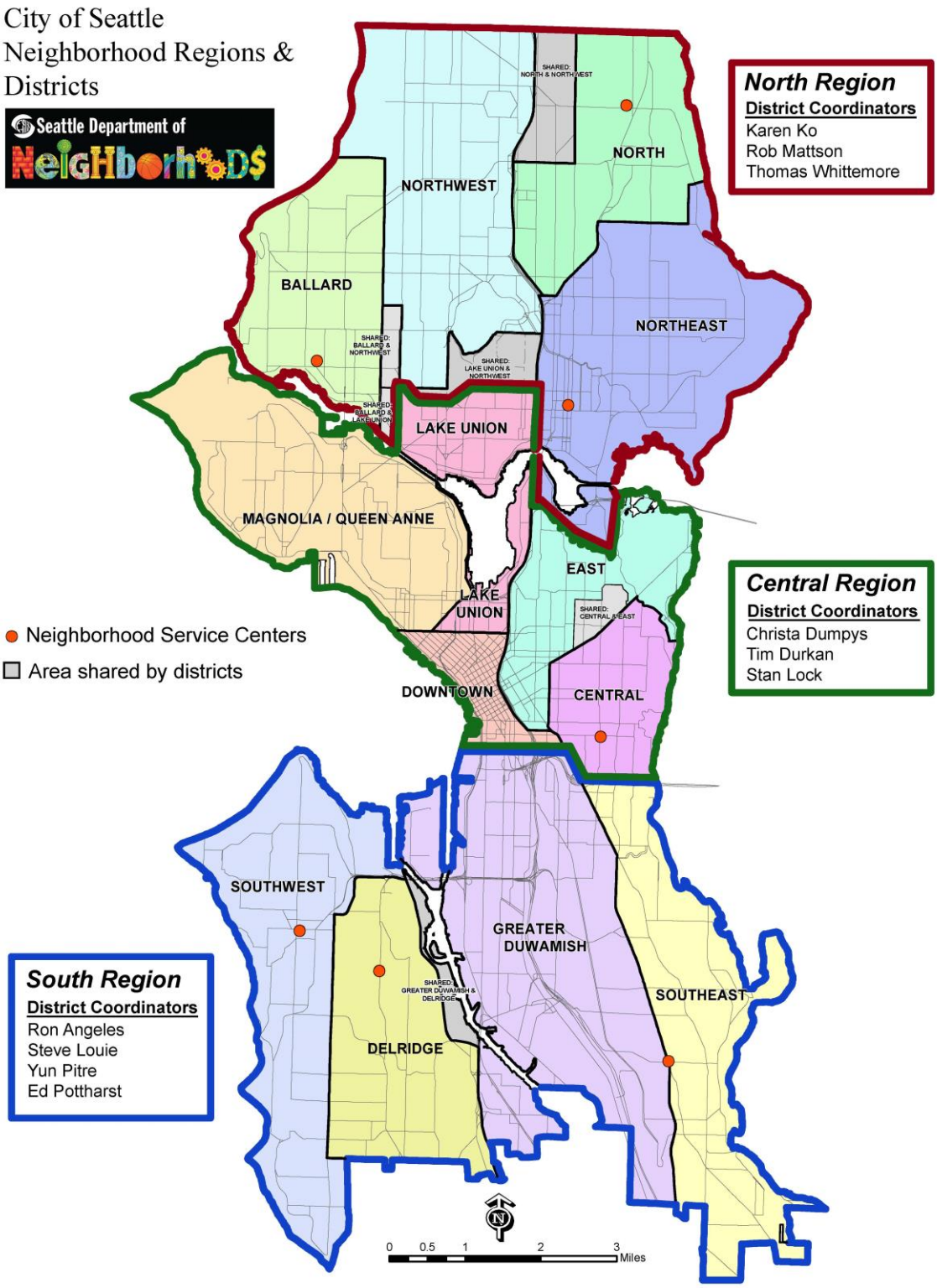
If you have a particular group you would like to support with your contribution please call Seattle's Community Information Line at **(206) 461-3200** for referrals and phone numbers.

We also encourage talent who have causes they wish to support while they are here to call Kate Becker, Director of the Mayor's Office of Film + Music at (206) 684-5030. She will assist in identifying ways to support the particular issue with which they are involved.

APPENDIX

MAP OF NEIGHBORHOOD SERVICE CENTERS

http://www.seattle.gov/Neighborhoods/



APPENDIX

SAMPLE NOTIFICATION LETTER

WE'RE GOING TO BE FILMING
IN YOUR NEIGHBORHOOD

WHO: ABC Productions

WHAT: Television Commercial

WHERE: 1428 - 2nd Avenue NW

DATE(s): March 16, 2010

TIME(s): 2:00 pm - 10:00 pm

DESCRIPTION OF ACTIVITY:

Woman and man will pull up in car in front of home. Band comes marching down the street.

OUR ACTIVITIES WILL AFFECT THE NEIGHBORHOOD:

We are asking residents to please not park on the street during the time of shooting. Barricades will indicate the hours of restricted parking. If this will pose a serious problem for you, please call our office as soon as you receive this notice. We understand this is an inconvenience for you and appreciate your cooperation. Police will hold traffic intermittently for 1 - 3 minutes for some shots.

We are working through Chris Swenson in the City Film Office, getting permits, off-duty police, and all the assistance needed to make our job go fast and smoothly. Mr. Swenson's number is (206) 733-9245.

If you have further questions, you can reach me at 555-5555.

Thank you for your patience.

Victoria Birdland
Locations Manager

APPENDIX

SAMPLE FOR EXTENDED-HOUR OR LONG TERM FILMING RESIDENTS SIGNOFF

Dear Resident:

We are planning to film portions of a television commercial at the residence of John and Mary Charles at 222 Seward Park Avenue South. The proposed filming date is Friday, August 9, 2005, from approximately 5 am to 12 Midnight. **(Describe here exactly how the neighborhood will be affected.)**

We have applied for the necessary City permits and maintain all legally required liability insurance. If a permit is granted it will be available at the location. We agree to abide by all City filming rules and any specific guidelines applicable to your neighborhood. We will make every effort not to disturb you and will arrive and vacate your neighborhood at the agreed upon time. We appreciate your hospitality and cooperation while filming on your street and in your neighborhood.

ABC Production Company
Downtown Hotel
123 Downtown Street, Suite 4141
Seattle WA 98104
(206) 555-0958
Mary Brown, Location Manager, cell 555-1111, home 555-1234

FAX: (206) 555-1234

I DO NOT OBJECT to the filming request. **Signature:**	**I OBJECT** to the filming request. **Signature:**
Address:	**Address:**
Telephone (optional)	**Telephone (optional)**

Filming activity in residential areas is normally permitted between the hours of 7 a.m. and 10 p.m. When filming is planned before or after these hours <u>or</u> to film at one location for more than a few days, the City Film Office requires the production company to survey the neighborhood. This survey will be used to assist the Film Office in evaluating the potential disturbance to your neighborhood. If you have any concerns about this production or the permitting process, please call Chris Swenson, Film Program Coordinator at the City of Seattle Film Office at (206) 733-9245.

APPENDIX

CITY OF SEATTLE -- CODE OF CONDUCT

To production companies: You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward building good relationship with the local communities in which we work, we will see less production, resulting in fewer jobs for us all. Please adhere to the following guidelines.

To the citizens: If you find this production company is not adhering to the Code of Conduct please contact the Seattle Film Office at 206-684-5030.

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas). The filming notice should include:

    - name of company
    - name of the production
    - kind of production (e.g., feature film, movie of the week, TV pilot, etc.)
    - type of activity and duration (i.e., times, dates, number of days, including prop and strike)
    - company contact (first assistant director, unit production manager, location manager)
    - name and number of City Film Office Program Coordinator

2. Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than that stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.

3. When a production pass identifying the employee is issued, every member of the crew shall wear it while at the location.

4. The removal, moving, or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of the vehicle.

5. No production vehicles should park in or block driveways without the express permission of the driveway owner.

6. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly upon completion of the meal.

7. Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.

8. Remember to use the proper receptacles for disposal of all napkins, plates and coffee cups you may use in the course of a working day.

9. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.

10. Every member of the cast and crew will keep noise levels as low as possible.

11. Articles of clothing that do not display common sense and good taste should not be worn by crew members. Shoes and shirts must be worn at all times, unless otherwise directed.

12. Crew members shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste (i.e., pin-up posters).

13. Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.

14. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.

15. Make sure all catering, crafts service, construction, strike and personal trash is removed from the location.

16. Observe designated smoking areas and always extinguish cigarettes in butt cans.

17. Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.

18. The company will comply at all times with the provisions of the filming permit.

The Seattle Film Office appreciates your cooperation and assistance in upholding the Code of Conduct.

APPENDIX
MISCELLANEOUS CONTACTS

AMGEN "HELIX" BRIDGE
Permitted through the Seattle Office of Film + Music

AMTRAK (KING STREET STATION)

Gregg Bannish	(206) 382-4722
Amtrak West Coast	(510) 238-4358

BALLARD LOCKS/HIRAM M. CHITTENDEN LOCKS

Peggy E. Marcus	(206) 789-2622, ext 210

BELL STREET PIER/PIER 66

Pieter Koomen, Director of Sales, Bell Harbor	(206) 269-4121

BENAROYA HALL	(206) 215-4800

COURTROOMS

City, Seattle Justice Center, Jackie Campbell	(206) 684-0402
King County	(206) 296-7861
Federal Courthouse	(206) 553-1404
State Court of Appeals, Clerk Richard Johnson	(206) 464-7750

DOWNTOWN SEATTLE ASSOCIATION

Kate Joncas, President	(206) 623-0340
	(206) 625-9940 FAX

EXPERIENCE MUSIC PROJECT

Janelle Doig	(206) 262-3462; janelled@empmuseum.org

FEDERAL AVIATION ADMINISTRATION	(800) 922-7433

FEDERAL BUILDING (SEATTLE)

Emily Langlie, Public Affairs Officer	(206) 553-4110

HARBOR PATROL (filming on waterways)

Seattle Police Dept.	(206) 684-4071
	(206) 684-4878 Fax

HARBOR STEPS

Harbor Properties	(206) 623-0916

HIGHWAY 99 VIADUCT, I-5 FREEWAY, FLOATING BRIDGES
State and City jurisdictions
State Dept. of Transportation

Bonnie Nau	(206) 440-4471

INTERNATIONAL DISTRICT / CHINATOWN BUSINESS IMPROVEMENT AREA

Mary-Beth Ellis, Executive Director of BIA	(206) 382-1197
	(206) 903-0532 Fax

APPENDIX
MISCELLANEOUS CONTACTS

KEY ARENA
Edie Burke (206) 684-7208

KING COUNTY PUBLIC ROADS
Department of Real Property Special Use Permit (206) 296-7456

KING COUNTY SHERIFF'S OFFICE
Dee Glenn (206) 296-4155

KING COUNTY PUBLIC WORKS
John Logan or Dale Johnson, Traffic & Planning (206) 296-6596

KING COUNTY PROPERTY
PARKS:
Linda Dougherty, Division Director (206) 296-6590
BUILDINGS:
Lani Diaz, Property Management Dept. (206) 296-0635

MADISON PARK COMMUNITY LIAISON
Ken Myrabou (206) 794-6841

METRO TRANSPORTATION (SEATTLE & KING COUNTY)
Bus traffic: Glenn Bartolome or Randall Kelley (206) 684-1718
(206) 684-1061 Fax

Bus tunnel use: Fay Smith (206) 263-5280
(206) 684-1900 FAX

MONORAIL (SEE *SEATTLE MONORAIL)*

NOISE VARIANCE
David George, City of Seattle – DPD **(CONTACT FILM OFFICE)**
Jeff Stalter, City of Seattle – DPD **(CONTACT FILM OFFICE)**

OLYMPIC SCULPTURE PARK
(owned & operated by Seattle Art Museum)
Betsy Meacham – Facilities Marketing Manager (206) 654.3140

PACIFIC SCIENCE CENTER
Wendy Jones (206) 443-2879
Diane Carlson dcarlson@pacsci.org

PIKE PLACE MARKET
Kelly Lindsay, Director of Marketing & Programs (206) 774-5225, kelly.lindsay@pikeplacemarket.org

PIONEER SQUARE COMMUNITY ORGANIZATION
Lisa Dixon (206) 667-0687

PORT OF SEATTLE PROPERTY
SEA-TAC AIRPORT & OTHER PORT PROPERTY:
Chris Nardine (206) 787-4821, nardine.c@portseattle.org
FISHERMEN'S TERMINAL:

APPENDIX
MISCELLANEOUS CONTACTS

RAY GIOMETTI	(206) 787-3742
PUGET SOUND CLEAN AIR AGENCY	
www.pscleanair.org	(206) 343-8800
	(800) 552-3565
QWEST - SEAHAWKS STADIUM	(206) 381-7555
Suzanne Lavender	(206) 381-7852
Sara Elswick	(206) 381-7558
RATTLESNAKE LAKE	
Pierre Lebarge, Seattle Public Utilities	(206) 386-1585
SAFECO FIELD	
Jill Hashimoto	(206) 346-4228
	(206) 407-8533 Cell
SEA-TAC AIRPORT (See *Port of Seattle*)	
SEATTLE ART MUSEUM & SEATTLE ASIAN ART MUSEUM	
Betsy Meacham	(206) 654-3140
SEATTLE AQUARIUM	
Tim Kuniholm	(206) 386-4345
SEATTLE CITY LIGHT	
Suzanne Hartman – Communications & Public Affairs	(206) 615-0050
SEATTLE CENTER (CONTACT FILM OFFICE)	
Nate Brend – Campus Servicing and Operations Mgr.	(206) 684-0774
SEATTLE CITY PROPERTY (CONTACT FILM OFFICE)	
Joe Garcia	(206) 233-2784
Caroline Henser	(206) 615-0987
Nancy Bloss - Police Facilities, Haller Lake	(206) 684-0690
Althea Cudaback, Seattle City Hall, Seattle Justice Center	(206) 684-7955
Mary Laski–Park 90-5, Sr. Centers, Neighborhood Centers	(206) 733-9406
Debra Lewis – Fire Facilities, Charles St. Shops	(206) 684-0242
Laura Shimchick, - Historic buildings	(206) 768-6328
Judith Cross – SPU Properties	(206) 386-1814
SEATTLE CONVENTION AND VISITORS BUREAU	
Dave Blandford - Director of Public Relations	(206) 461-5806
	(206) 461-5857 Fax
SEATTLE DEPT. OF PLANNING & DEVELOPMENT	
Permanent set construction or permanent structural alterations to existing structures	
Stuart Lorimer, Permits & Plans	(206) 684-8601
Ray Hicks, Land Use Information	(206) 684-8850

APPENDIX
MISCELLANEOUS CONTACTS

SEATTLE FIRE DEPARTMENT	
Use of gasoline/fuels/fireworks /explosives	
Kyle Moore, Public Information Officer	**(CONTACT FILM OFFICE)**
SEATTLE MONORAIL	(206) 905-2600
Thom Ditty, General Manager	(206) 905-2601
SEATTLE PARKS DEPARTMENT PARK USAGE PERMITS	
Jeff Hodges	**(CONTACT FILM OFFICE)**
SEATTLE POLICE DEPARTMENT	
Special Deployment Unit	(206) 684-5090
Officer Christy Kerns	(206) 684-8697
	(206) 615-1990 FAX
SEATTLE PUBLIC LIBRARY	
Jeff Christensen, Events Services/Photo+Film Shoots	(206) 386-4659
SEATTLE PUBLIC UTILITIES	
Judith Cross - Property Manager	(206) 386-1814
Water Hydrant Permits	**(CONTACT FILM OFFICE)**
SEATTLE SCHOOL DISTRICT/FACILITIES	
Eleanor Lockett, *Building Rentals*	(206) 252-0640
Diane Taguba, *Closed School Properties*	(206) 252-0633, dgtaguba@seattleschools.org
SOUND TRANSIT	
Carol Masnik	(206) 398-5048
SOUTH LAKE UNION STREET CAR	**(CONTACT FILM OFFICE)**
SPACE NEEDLE	
Ryan Hostetler	(206) 905-2142
UNDERGROUND SEATTLE	
Steve Crosier	(206) 682-4646 x 114
UNION STATION (old train station)	
Carol Masnik	(206) 398-5048
UNIONS	
I.A.T.S.E. Local 488	(206) 448-0668
TEAMSTERS LOCAL 174	(206) 441-6060
AFTRA	(206) 282-2506
SCREEN ACTORS GUILD	(206) 224-5696
UNIVERSITY OF WASHINGTON	
Harry Hayward, Dir. Of Electronic Communications, Media Relations & Communications	(206) 685-2647, hhayward@u.washington.edu
US NATIONAL FORESTS AND PARKS	

APPENDIX
MISCELLANEOUS CONTACTS

Call Washington State Film Office for information.	(206) 256-6151

WARREN G. MAGNUSON PARK

Chelsea Johnson	**(CONTACT FILM OFFICE)**

WASHINGTON FILMWORKS (STATE FILM PROGRAM)

Amy Lillard, Executive Director	(206) 264-0667

WASHINGTON STATE CONVENTION & TRADE CNTR.

Brian Baum, Community Relations	(206) 694-5151

WASHINGTON STATE FERRIES

Jadwiga Kellock, Permits	(206) 264-3554 (206) 571-5188 Cell

WASHINGTON STATE FILM OFFICE
(*See Washington Filmworks)*

WASHINGTON STATE PARKS

See Washington State Film Office / Washington Filmworks www.washingtonfilmworks.org	(206) 264-0667

WASHINGTON STATE PATROL

See Washington State Film Office / Washington Filmworks www.washingtonfilmworks.org	(206) 264-0667

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

Bonnie Nau	(206) 440-4471, naub@wsdot.wa.gov

WATERFRONT PROPERTY (See *Port of Seattle*)

WATERWAYS (Lake Washington, Lake Union)
(See *Harbor Patrol*)

WESTLAKE CENTER

Brenda Klein	(206) 467-1600

WOODLAND PARK ZOO

Gigi Allianic, PR Manager Rebecca Whitham	(206) 548-2550