

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: FILMING REGULATIONS

Date Adopted: August 5, 2008

File Number 1.60

POLICY OBJECTIVE

To establish procedures for obtaining a permit for filming in the City of Eureka.

ASSIGNED RESPONSIBILITY

City Manager

APPLICABILITY

Applicable to all requests made to the City for filming.

POLICY

1. Advance Notice for Approval: An applicant will be required to submit a permit request at least two working days prior to the date on which such person desires to conduct an activity for which a permit is required. If such activity interferes with traffic or involves potential public safety hazards, an application may be required at least five working days in advance.
2. Clean up: The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site.
3. Filming on 4th Street, 5th Street, Broadway, and Portions of R Street Designated as Hwy 255: A permit must be obtained from Caltrans, 1656 Union Street, Eureka, CA for any activity conducted on state highways. Traffic control conditions and insurance requirements required by the State of California may differ from those required by the City of Eureka. In such event, the requirements of both the City and State must be met.
4. Filming on Private Property: An applicant is required to obtain the property owner's permission, consent, and /or lease for use of property not owned or controlled by the City.
5. Reserved Parking/Street Closure:
 - a. Parking areas/street closures needed for equipment and filming must be posted by the movie company no later than 24 hours prior to the start of filming at that location. The applicant must also obtain permission to string cable across sidewalk, or from generator to service point.
 - b. "No Parking" and "Street Closure" signs/barricades that meet City specifications must be provided by the film company.

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: FILMING REGULATIONS

Date Adopted: August 5, 2008

File 1.60
Number

- c. Twenty-four hours (24-hours) advance notice via leaflets will be required; notifying adjacent properties (within 200 feet) of the parking restriction/street closure. Notices shall include information on dates, times of filming, a contact phone number and name of a production company representative.
6. Traffic Control: For filming that would impair traffic flow, an applicant must use local law enforcement personnel and comply with all traffic control requirements deemed necessary.
 - a. An applicant shall furnish and install advance warning signs and any other traffic control devices in conformance with the Manual of Traffic Controls, State of California Department of Transportation. All appropriate safety precautions must be taken.
 - b. Traffic may be restricted to one 12-foot lane of traffic and/or stopped intermittently. The period of time that traffic may be restricted will be determined by the city, based on location.
 - c. Traffic shall not be detoured across a double line without prior approval of the Traffic Engineer.
 - d. Unless authorized by the city, the camera cars must be driven in the direction of traffic and must observe all traffic laws.
 - e. Any emergency roadwork or construction by city crews and/or private contractors, under permit or contract to the appropriate department, shall have priority over filming activities.
7. Campfires: When a scene requires a fire or campfire on the beach, a gas jet must be used. No fire other than gas jets will be allowed unless the beach is equipped with fire rings.
8. Parking Lots: When parking in a parking lot, an applicant may be billed according to the current rate schedule established by the city. In order to assure the safety of citizens in the surrounding community, access roads, which serve as emergency service roads, must never be blocked.
10. Proof of Liability insurance: A certificate of insurance will be required prior to issuing filming permit.