

DOWNTOWN SANTA MONICA FILMING & EVENTS QUICK REFERENCE SHEET

- A City of Santa Monica permit is required. Call 310-458-8737 for information.
- Downtown Santa Monica, Inc approval is required, and a three-page filming contract outlining our standard requirements must be signed. The contract may be handled by fax. The contract will be sent to the film applicant once all paperwork is provided to the DTSM, Inc.
- A *Certificate of Insurance* or standard "Acord" form is required.
- Normal permitted filming hours are from 7:00 a.m. to 10 p.m. However, special arrangements may be made depending upon the circumstances.
- No filming is allowed on Wednesdays due to Farmers' Market or on Saturdays and Sundays due to the high volume of shopping traffic. However, low-impact, small productions – man-on-the-street interviews and still photo shoots – will be considered on a case-by-case basis.
- A filming fee is required pursuant to Downtown Santa Monica, Inc *Filming Fee Schedule*. There are no waivers from the schedule. The fee schedule applies to prep, film and strike days.
- No parking of equipment in alleys will be allowed. Parking of generators in alleys will be considered on a case-by-case basis and must be approved by the City of Santa Monica.
- No parking of vehicles or generators is permitted on the Third Street Promenade, and no vehicles may be used on the Promenade for moving equipment. Vehicles that are part of a shoot may be permitted depending on the circumstances.
- No District pedestrians or vehicle traffic are to be unreasonably inconvenienced, and no merchant, pavilion tenant or cart vendor is to be disturbed by the filming or prep time, without prior notification to the merchant or tenant and Downtown Santa Monica, Inc.
- Street meters require the signature of the merchant adjacent to the space.
- Downtown Santa Monica, Inc and/or City do not provide power to production companies.
- The *Film Data Sheet* must be completed and returned to the Downtown Santa Monica, Inc in order to process the film request.
- On the Third Street Promenade, there must always be an unobstructed 12' fire lane.