

# ADMINISTRATIVE PROCEDURES AND GUIDELINES

## MOTION PICTURE AND TELEVISION PRODUCTION



Any business or person engaging in the activity of filming, taking or producing motion pictures on movie film or electronic video tape for education, entertainment or other commercial purposes, other than for news purposes, must comply with the following procedures and guidelines to undertake such activity in the City of Richmond.

### **POLICY STATEMENT**

The City of Richmond, California recognizes the importance of encouraging motion picture, television and commercial video production within its boundaries and the benefit of these activities to the local economy and the promotion and enhancement of the city's image. The City is committed to assisting the movie, television and entertainment industry by providing an atmosphere for film production that is supportive and hospitable.

The following procedural guidelines are intended to be reasonable and streamline so as to be mutually beneficial to the industry and the city.

### **PRIMARY CONTACT PERSON**

Approval to the film in the City of Richmond must be coordinated through the Community Services Department, 3230 Macdonald Avenue, Richmond, CA 94804 (510) 620-6793. The Community Services Department will make referrals to other City departments and public agencies (e.g. AC Transit, BART, East Bay Regional Park District, etc.), to facilitate and expedite the permit approval process.

### **PERMIT REQUIREMENTS**

**Business License** – Pursuant to Section 7.04.040 of the Richmond Municipal Code, "Every person conducting, managing or carrying on the business of exhibiting motion pictures, either in a building or an open airdrome, shall pay an annual license fee based on the annual gross receipts of such business..."

You can find the application here:

<http://www.ci.richmond.ca.us/DocumentCenter/View/7/Business-License-Application?bidId=>

And more information regarding BL here:

<http://www.ci.richmond.ca.us/185/Business-License-Issuing>

**Film Permit** – Permit fees shall be made payable to the City of Richmond prior to the start of filming. Fees as followed: Application Fee \$50, Still photography \$50/day, Music Videos, Industrial, Web Content \$100/day, Commercials, Corporate, Short Films, Features, Television \$150/day, Student Project-fees waived, however, must produce letter from school. If filming at any City of Richmond facility including parks and pool sites, additional fees may apply.

### **INSURANCE REQUIREMENTS**

A certificate of insurance for \$1,000,000.00 must be filed with the Community Services Department. This policy of general liability insurance shall insure the City, its officers and employees against any liability, or claims of liability related to or resulting from film production in the City. Such policy shall hold the City, its officers and employees harmless, from any and all claims and liability of any kind whatsoever resulting from or arising out of the issuance of such permit by the City.

### **PUBLIC SAFETY EMPLOYEES**

The minimum number of officers to be used to assist film production shall be determined by the Richmond Police Department and shall be based on such factors as location, type of activity, length of activity, etc. Officers will be selected from an off-duty employment roster and shall be paid at the rate of one and one-half time their normal hourly salary. The officer(s) shall be guaranteed a minimum of four (4) hours pay regardless of the actual shooting time. A fee of 15% shall be added to the total cost for police services to cover administrative costs. The film production company will be billed by the City at a rate to include the officer(s)' salary plus the 15% administrative fee.

The Richmond Police Department must be notified a minimum of 24 hours of any cancellations. If such notice is not provided, the assigned officer(s) shall be paid a minimum of two (2) hours at the rate of one and one-half their hourly salary.

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## **GENERAL INFORMATION**

- o Applicant will be required to obtain from the Community Services Department, a “**Special Event Permit Application**,” for circulation and sign-off by other City departments and public agencies that will be impacted or affected by film production activity. This form must be completed prior to the issuance of a film permit.
- o Applications are due 30days prior to the start of film production. A minimum of two (2) weeks’ notice shall be given prior to the start of film production, a short notice fee will apply.
- o Obtain neighborhood survey form even though there may be no road closure or parking elimination.
- o All checks must be made payable to the City of Richmond and submitted two weeks prior to start of film production.
- o No filming activity will be allowed in residential areas prior to 8:00am or after 9:00pm
- o Permittee shall not engage in any film production activity which would constitute a hazard to public safety, employees of the City of Richmond, or its residents.
- o Permittee shall repair or pay the City for repairing any and all damages to City facilities or property caused by film production activities. The City shall be the judge of the extent of any such damage and the adequacy of any such repairs or restoration.
- o The City shall reserve the right to cancel this permit without incurring any liability whatsoever to Permittee.
- o Permittee shall not use any fire without the prior written approval of the fire department.
- o Any person violating any provision of this procedure shall be guilty of an infraction pursuant to R.M.C. Chapter 1.04.
- o Any notice to the City of Richmond can be addressed to or personally served at:

**City of Richmond  
Community Services Department  
3230 Macdonald Avenue  
Richmond, CA 94804  
(510) 620-6793**