



Oregon City Film & Media Program

PERMIT APPLICATION GUIDELINES

1. Complete and sign a film permit application and submit it, along with the Hold Harmless document and payment to the City of Oregon City.

Please Note: Notification and a completed film permit application is required whether filming occurs on public or private property.

- a. We need a minimum of ten days notice of your intent to film in Oregon City to begin the process. An applicant will be required to submit a completed permit request at least four (4) business 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, a completed permit request is required at least ten (10) business days in advance. **If an expedited permit is needed than there may be an increase in fees and staff costs.**
 - b. It is the responsibility of the applicant to notify Clackamas Fire District and other affected agencies regarding all filming. Permit approval may be dependent upon approval from Clackamas Fire District and/or other affected agencies.
2. All permits will require productions to indemnify the City of Oregon City and to list the City of Oregon City as additional insured for a minimum of \$1 million with respect to permits issued or \$2 million if explosives and/or special effects (see Film Permit Application for action specifics) are used during productions.

The production company shall attach a certificate of insurance, naming the City of Oregon City, as an additional insured in the amount of \$1,000,000.00/\$2,000,000.00 general liability, including bodily injury and property damage. The certificate of insurance needs to include a description of operations, locations, vehicles, ect. required for the event. The City of Oregon City, its corporate authorities, elected officials, officers, boards, commissions, attorneys, employees and agents are made additional insured with respect to any and all claims which arise out of or are in any way related to the operations of the above named film production company while present in the City of Oregon City.

The production company shall indemnify and hold harmless the City, its officers, elected officials, agents, employees and volunteers, from and against any and all claims, actions, suits, proceedings, costs, expenses (including reasonable attorney's fees), damages, and liabilities

claimed by any person, organization, association, or otherwise arising out of or relating to any act or omission of the production company, its agents, contractors or employees under this Agreement. The indemnification provided for in this permit shall survive any termination or expiration of this Agreement.

3. Normally work is permitted from 7:00am–10:00pm in residential areas; weekend hours are 8:00am–10:00pm. It is strongly encouraged and the City appreciates all efforts made to film during non-peak hours to avoid major traffic impacts. Typically this would be 9:00am-4:00pm

Request for extended hours in a residential area require a signed survey of residents within a 300-foot radius of filming activity or equipment.

Generally there are no time restrictions in a commercial area.

All work, including prep, set-up, arrival of equipment, filming, strike down and tail lights (last truck leaves site) must occur during permitted hours.

4. The production company must notify affected residents, occupants and businesses of the duration of filming in advance and as prescribed by the City of Oregon City.
 - a. Notification should include information about planned special effects, road and lane closures, changes in parking, and sidewalk usage (without obstructing pedestrians). The City requires a draft neighborhood notification letter be attached to the Film Permit application and provide the City proof the letters have been distributed.
 - b. All residents and merchants within a 300 feet radius of the film location must receive notice of filming dates, times, location address and production company contact at least 48 hours prior to the first film activity. When parking production vehicles on a public street, residents and merchants impacted by the parking must receive notice at least 48 hours prior to the arrival of the vehicles.
5. Please attach a sketch of the exact filming location(s), a brief description of what will be filmed in each location, as well as the staging areas, crew parking, “no parking areas” , and etc.
6. All impacts to traffic from filming activities, to include temporary closures, detours and restrictions, must be approved by the City in advance. The submittal must consist of a Traffic Control Plan (TCP) with the selection of traffic control devices, and their spacing and locations, based on the Manual of Uniform Traffic Control Devices. The TCP shall also identify residents and businesses that will be affected by the plan. The applicant is responsible for property notification and agreements with these residents, businesses, and schools. The City may ask for written confirmation from those businesses and/or schools affected.
7. The City Public Works Department and Police Department will review the TCP and issue conditions of approval. The use of city staff or city property may be required to implement TCPs – invoicing for these uses will be made to the applicant at the rates

described in the Oregon City Film and Media Program Fees. Incomplete or inaccurate submittals will delay review time and potentially add cost to the application. The City recommends the use of qualified design professionals for all Traffic Control Plans.

8. You must comply with all traffic control requirements deemed necessary and may be required to use Oregon City law enforcement personnel.
 - a. An applicant shall furnish and install advance warning signs and any other traffic control devices in conformance with the Manual of Uniform Traffic Control Devices (MUTCD). All appropriate safety precautions must be taken and applicant is required to provide all traffic control devices as per approved Traffic Control Plan (as stated above).
 - b. For any lane closure or intermittent traffic control, the period of time that traffic may be restricted will be determined by the City, based on traffic volumes for location and time of day.
 - c. Traffic shall not be detoured across a double line without prior approval of the appropriate department representative.
 - 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 or county crews and/or private contractors, under permit or contract to the appropriate department, shall have priority over filming activities.
9. If the applicant must park equipment, trucks, and/or cars in zones that will not permit it, temporary "No Parking" signs must be posted with approval of the City. The applicant must also obtain permission to lay and safely mat cable across sidewalks, or from generator to service point. However, production vehicles must not block public parking lot access/egress, fire hydrants or fire lanes, or access/egress to freeway, etc.
10. Production "base camp" cannot be on the street without first receiving approval from the City.
11. 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.
12. During your production, the City encourages you to buy local or use local resources and services whenever possible.

City of Oregon City - Code of Conduct for Film Permit

The Code of Conduct shall be attached to the filming notification, which is distributed to the neighborhood / business district.

1. Production vehicles arriving on location in or near a residential neighborhood shall 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.
2. When a production pass identifying employees is issued, every member of the crew shall wear it while at the location.
3. The removal, moving or towing of the public's vehicles is prohibited without the express permission of the vehicle owner or at the direction of a Parking or Police officer.
4. No production vehicles shall park in or block driveways without the express permission of the driveway owner. No vehicles shall illegally park in fire hydrant zones.
5. Cast and crew meals shall be confined to the area designated in the location agreement. Individuals shall eat within the designated meal area during scheduled crew meals. All trash must be disposed of properly upon completion of the meal.
6. Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the appropriate authority or property owner.
7. All signs erected or removed for filming purposes shall 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.
8. Every member of the cast and crew shall keep noise levels as low as possible.
9. Crewmembers shall not display signs, poster or pictures on vehicles that do not reflect common sense or good taste (i.e. pin-up posters).
10. The cast and crew shall not trespass onto other neighbors' or merchants' property. Individuals shall remain within the boundaries of the property that has been permitted for filming.
11. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
12. The location manager shall ensure all catering, craft service, construction, strike and personal trash is removed from the location.
13. The cast and crew shall observe designated smoking areas and extinguish cigarettes in designated containers provided by the film company.
14. The cast and crew shall refrain from the use of lewd or improper language within earshot of the general public.
15. The company shall comply at all times with the provisions of the filming permit.

To Production Companies: We are pleased that you have selected the City of Oregon City for your filming location. Your cooperation in upholding the Code of Conduct is appreciated and we are confident that you will respect the needs of our residents and business owners.

To Citizens: If you find that this production company is not adhering to the Code of Conduct, please contact the City Manager's office at 503-657-0891.

EXAMPLE
SHORT-TERM FILMING NOTIFICATION

WE'RE GOING TO BE FILMING

IN YOUR NEIGHBORHOOD

WHO: ABC Productions
WHAT: Television Commercial
WHERE: 123 Jefferson St.
DATE (S) August XX, 2009
TIME (S) 2:00 pm TO 10:00 pm

DESCRIPTION OF ACTIVITY:

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

OUR ACTIVITIES SHALL AFFECT THE NEIGHBORHOOD:

We are asking residents to please not park on the street during the time of shooting. Barricades shall indicate the hours of restricted parking. If this shall 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. Parking shall hold traffic intermittently for one to three minutes for some shots.

We are working through the Assistant to the City Manager in the City to get permits, off-duty parking and all the assistance needed to make our job go fast and smoothly. This office can be reached at 503-657-0891.

Attached you will find the City of Oregon City Code of Conduct for filming.

Thank you for your patience.

Location Manager

**EXAMPLE
FOR EXTENDED HOUR OR LONG-TERM FILMING**

Dear Resident:

We are planning to film portions of a television commercial, feature film, etc. at the residence of John and Mary Smith at 123 Jefferson St. The proposed filming date is Friday, August XX, 2009, from approximately 7:00 AM to 12:00 Midnight.

(Describe here how the neighborhood shall be affected.)

We have applied for the necessary City permits and maintain all legally required liability insurance. If a permit is granted, it shall be available at the location. We agreed to abide by all City filming guidelines and rules and any specific guidelines applicable to your neighborhood. We shall make every effort not to disturb you and shall 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.

Attached, you will find the City of Oregon City Code of Conduct for filming.

New Film Production Corporation
Double Street Hotel, Suite 105
Portland, OR
555-555-5555
Bob Jones, Location manager
(please include other contact numbers as required)

Printed Name: _____

Signature: _____

Address: _____

Telephone (optional) _____

Email (optional) _____

Filming activity in residential areas is normally permitted between the hours of 7AM and 10PM. When filming is planned before or after these hours or to film at one location for more than three days, the City requires the production company to survey the neighborhood. This survey shall be used to assist our office in evaluating the potential disturbance to your neighborhood. If you have any questions about this production or the permitting process, please call the Assistant to the City Manager at 503-657-0891.