

City of Berkley



film Permit Manual

City of Berkley

Use of city streets, sidewalks, public parking, and other City owned properties during filming in Berkley requires a Film Permit.

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

- Fee of \$150
- Use of City property, including parks and City facilities as part of the film permit fee (additional fees may apply)
- Public Safety assistance during filming (overtime charges may apply)
- Streamlined permit process and costs

Please call the City Manager's Office as soon you determine you will be working in Berkley. The more lead time given, the better we can serve you. **We will need your completed permit application no later than 5 days before your first day of work.**

YOU WILL NEED A PERMIT IF:

- *Traffic will be interrupted on City streets.*
- *Pedestrian traffic on sidewalks will be interrupted.*
- *A tri-pod 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.*
- *Filming takes place on public property.*
- *Public parking will be impacted*

LOCATIONS OR TIMES THAT MAY RESULT IN A LONGER REVIEW PROCESS:

- *Traffic interrupted on Woodward or Twelve Mile Road*
- *Filming during any festivals*
- *Filming around holidays*

CITY CONTACT

Theresa McArleton, Assistant to the City Manager: (248) 658-3350 tmcarleton@berkleymich.net

FILMING IN BERKLEY

INSURANCE COVERAGE

Comprehensive General Liability: \$1,000,000/occurrence (minimum)

Excess Liability Umbrella: \$1,000,000/occurrence (minimum)

Additional Insured endorsement portion of the Certificate of Insurance must read EXACTLY as follows: “The City of Berkley, including all elected and appointed officials, all employees, and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers.”

Cancellation Notice portion of the Certificate of Insurance must read EXACTLY as follows:

“Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder.”

Note—words in existing form language may be struck out to achieve the above requirement as indicated in the sample certificate.

\$1,000 DEPOSIT

The purpose of the refundable deposit is to cover additional costs that may occur during your film shoot. For example, damage you may do to City facilities, including but not limited to, fire hydrants, signals, broken sidewalks, parking strips or lawns. Additional personnel costs from Public Safety or Public Works that may be utilized by your film shoot. Upon completion of your project, call the City Manager’s Office to request that your deposit be returned. The City 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 (248) 658-3350. Deposit fee is dependent on size of production and may be waived.

ADVANCE NOTICE

Most permits can be issued very quickly. Film permits that involve coordination with several different agencies or jurisdictions take time. Your filming needs may vary from the very simple to the very complex. **We need 5 days notice of your intent to film in Berkley to begin the process.** The more complex the project, the more lead time is necessary.

FILM PERMIT

Before your initial meeting and/or conversation with the City Manager’s Office, go to our website, www.berklemich.org and find the Film Permit Application. This form, after approval by the City Manager or designee 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 Public Safety Officer upon arrival at the site.

SEASONAL RESTRICTIONS

There are no seasonal restrictions in Berkley. During the year, the City is host to the following events:

June	Art Bash on Twelve Mile Road
August	Berkley CruiseFest on Twelve Mile Road Woodward Dream Cruise on Woodward
December	Holiday Lights Parade and Tree Lighting

BARRICADING STREETS

After you obtain your film permit, the City will barricade the streets as required. The cost for this is included in your permit fee.

VEHICLE 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 school, church or businesses that have private parking lots nearby. Staff and crew cars will not be permitted to park at barricades.

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. Berkley Public Safety 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 8 AM weekdays and 10 PM and 9 AM 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 majority (80%) of the residents affected, the City Manager's Office may grant an extension. See attached Extended Hour Form on page 14. **Any extension will require 5 days advance notice.**

BERKLEY PUBLIC SAFETY DEPARTMENT

Uniformed police officers under the supervision of a lead officer will monitor and assist film production companies while filming in public areas in Berkley. Film companies are required to have public safety services if film production requires traffic control and revisions, weapons (replicas or real) and safety hazards or unusual circumstances which could create alarm to the citizens of the City. Exceptions will be determined by the Berkley Public Safety Department. The Officers' responsibility is to maintain a public safety presence and protect the City's and citizen's interests.

PUBLIC SAFETY OFFICERS FOR TRAFFIC CONTROL

If you plan to control pedestrian or street traffic, a public safety officer must be on site.

DETERMINING PUBLIC SAFETY STAFFING LEVELS

There are four criteria used in determining public safety staffing levels. They are:

- 1) Safety issues (closure of a road for a high-speed chase, explosions, traffic re-routes, weapons, stunts)
- 2) Intermittent traffic control (ITC) needs
- 3) Berkley Traffic Safety requirements.
- 4) Production Company requests.

The Public Safety 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.

Cancellations without 48 hours advance notice may result in a 2 hour minimum charge.

POLICE VEHICLE RENTAL RATES (SUBJECT TO CHANGE)

- In order to use a Berkley Public Safety Department vehicle in any type of film project please submit to the City Manager's Office 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 Berkley Public Safety Department logo, a script must be included as well.
- **We must receive this request at least 5 working days before filming.**
- Rental fees for Berkley Public Safety Department equipment will be charged on a daily basis. The production company will be billed by the City of Berkley upon completion of the project or use of the equipment.

*Rates are subject to change.

NOTE: CITY EQUIPMENT CAN ONLY BE OPERATED BY PUBLIC SAFETY OFFICERS

FILMING OF OFFICERS AND EQUIPMENT

Berkley Public Safety officers, vehicles, uniforms, insignia and equipment will not be made available for use on film by film companies without written express consent of the City Manager. For approval contact the City Manager's Office.

SPECIAL EFFECTS

Use of open flame, special effects and fireworks will require the review of the Fire Marshal and a fire truck on standby.

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 Berkley Public Safety (248) 658-3380.

WEAPONS

The use of weapons (real or simulated) in a public place, or in view of the public, will require the presence of at least one Berkley Public Safety Officer on site.

FILM PERMIT FEES

- **\$150 Permit Fee**
- **\$1,000 refundable deposit for**:**
 - Mid-Sized or Major Studio Feature Films
 - Local or National Commercials
 - Made for TV Movies or Series
 - Music Videos
 - Small local feature
 - Independent Feature
 - Short or Documentary
 - Commercial Photography (ex. - still print ads, catalog shoots, etc.)
 - Small Video Productions

THE PERMIT FEE INCLUDES:

- The use of City property, including parks, exterior spaces, and other City facilities.
- Street Closure Permits
- Installation of barricades and all directional signage
- All City of Berkeley costs associated with issuing and overseeing the Film Permit and its components.

THE PERMIT FEE DOES NOT INCLUDE:

- Public Safety personnel over 1 ½ hours
- Water hook up and other utility costs
- Fire Truck
- Vehicle rentals

**** Deposit fee is dependent on size of production.**

EXEMPTIONS

(FEES, DEPOSITS)

The CITY MANAGER may 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. Independent films and documentaries
3. 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.

COMMUNITY NOTIFICATION

Before the Shoot...

- Familiarize yourself with the neighborhood in which you're shooting. Be considerate of schools, churches, senior centers, funeral homes, etc.
- Notify the residents and businesses in the neighborhood in which you are filming at least 48 hours in advance of your shoot.
- Post letters to notify the neighborhood of the dates, times of your shoot and parking plan. Outline how filming may affect their normal routine. Include production office contact names and phone numbers. These letters should be delivered to businesses and residences at least 48 hours before shooting.
- Assure businesses that you will allow customer access and truck deliveries.
- NO PARKING signs will be posted a minimum of 48 hours in advance. Parking may not be held more than 24 hours in advance.
- Use elastic bands or string when posting resident letters or parking signs on trees.
- Provide blackout material to residents' windows for night exterior shoots.

During the Shoot...

- Be sensitive to neighborhood needs while holding parking in advance. Do not interfere with areas such as handicapped parking, driveways or moving van access zones. Do not block fire hydrants.
- Do not block buildings or keep equipment in front of buildings that are not working directly with the shoot especially in front of closed storefronts when you have an early call.
- Ensure safe pedestrian passage through and around your set. Cover cables with mats, keep equipment against buildings or in curb lanes, don't allow crew members to congregate in pedestrian passageways.
- Ensure there is at least 13.5 feet for a fire lane on all streets involved.
- Do not hold or block traffic without a public safety officer.
- Make certain that trucks and campers fit under trees to avoid damage to branches.
- Do not park generator trucks in front of residential buildings. Do not leave truck engines idling under residents' windows.
- Any free standing generators must be baffled with fireproof/non-flammable material.
- Keep noise to a minimum when arriving in a neighborhood before 7 a.m. or filming past 10 p.m.
- Remind crews to speak courteously to the public. Your set may be someone's home, so do your best to ensure that future productions are welcomed back.
- Patronize local businesses during breaks.
- Have copies of all permits issued on set for general public viewing.

After the Shoot...

- Clean up after your shoot. Make a clean sweep of the area to ensure that nothing is left behind, including equipment, garbage, all resident letters, and parking signs that your production posted.



**CITY OF BERKLEY MICHIGAN
FILM PERMIT APPLICATION**

THIS FORM IS NOT A PERMIT. Please complete all forms that have the Berkley City Seal in the upper left hand corner. All three pages must be complete, along with any required attachments such as proof of insurance and notification letters.

PROJECT LOCATION

Project Name _____ Project Address _____

General Description of Location of Area to be Occupied:

Proposed Temporary Occupancy Plan (Provide Narrative and/or Drawings as Necessary)

Schedule of Operation

Start Date of Temporary Occupancy: _____ Finish Date of Temporary Occupancy: _____

Daily Operations:

24-Hour Continuous Weekend Only Evening Only Other (Specify)_____

How will you clean and restore the site and right-of-way when you are finished filming?

Property Owner (If Property Owner is Permit Applicant, Check Here)

Name of Property Owner _____ Company Name _____

Street Address _____ Telephone Number _____ Fax _____

City _____ State _____ Zip _____ Mobile Number _____ E-mail _____

Applicant Information

Name of Contractor or Agent of Owner _____ Company Name _____

Street Address _____ Telephone Number _____ Fax _____

City _____ State _____ Zip _____ Mobile Number _____ E-mail _____

Applicant Name (Please Print) Applicant Signature Date

Responsible Person (who can Public Safety contact 24 hours / 7 days?)

Name Responsible Person _____ Company Name _____

Telephone Number _____ Fax _____

Mobile Number _____ E-mail _____

For City Use Only

_____ Fee received (\$150.00)

Receipt no. # _____

_____ Deposit received (\$1000.00)

Receipt no. # _____

Fee Waived (CM initials) _____

City Manager's Signature: _____ Date: _____

Conditions: _____

**CITY OF BERKLEY MICHIGAN
TEMPORARY TRAFFIC CONTROL ORDER**

(TCO NUMBER)

In accordance with the duly adopted Uniform Traffic Code for Cities, Townships, and Villages, the Traffic Engineer hereby issues the following Temporary Traffic Control Order.

Applicant, complete shaded area below only:

PURPOSE:	Filming Location
LOCATION:	_____
DATE/S/TIMES:	_____ _____
ACTION:	_____ _____
RESPONSIBLE PARTY:	
Name:	_____
Street Address:	_____
City/State/ZIP:	_____
Day Phone:	_____
Mobile Phone:	_____
Email address:	_____
Public Safety to monitor area.	

Richard Eshman
Public Safety Director, Traffic Engineer
_____(Date approved)

Distribution Copies

1. Public Works Director/Deputy Traffic Engineer
2. Public Safety Director
3. Original – Traffic Control File

IMPORTANT!

- As an organizer, you are responsible for notifying business and residents along the affected street(s) of the impending closure. You must attach a list of the names of the individuals/businesses you have spoken with who will be impacted by the proposed street closure. **This must happen before we will approve the closing of any street!**
- It is required that you obtain a \$1,000,000 General Liability Insurance policy for the event with the City of Berkley named as additional insured. Insurance companies must be "A" rated or acceptable by the City of Berkley. Proof of insurance should be provided before filming
- **If you are planning on closing or conducting activities on any State or County Roads (Woodward or Twelve Mile) you will need to fill out an additional application (no cost) from MDOT. Please call our office at 248-658-3350 to receive the application.**



PLEASE USE THIS SITE PLAN TO ILLUSTRATE THE LAYOUT OF YOUR SHOOT

For City Use Only:

Barricade List and Location(s)

Type:	Number:	Location/Comments:

SAMPLE NOTIFICATION LETTER

WE'RE GOING TO BE FILMING
IN YOUR NEIGHBORHOOD

WHO: ABC Productions
WHAT: Television Commercial

WHERE: 1234 Coolidge Highway
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 the City Manager's Office at the City of Berkley, getting permits, police, and all the assistance needed to make our job go fast and smoothly. The Office number is (248) 658-3300.

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

Thank you for your patience.

J. Smith
Locations Manager

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 4321 Happydale Avenue. The proposed filming date is Friday, August 9, 2009, 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.

Company
Address
Phone Number
(616) 256-0958
Location Manager, home (248) 555-1234 pager 555-1234
FAX: (616) 555-1234

I DO NOT OBJECT to the filming request.

Signature:

Address:

Telephone (optional)

I OBJECT to the filming request.

Signature:

Address:

Telephone (optional)

Filming activity in residential areas is normally permitted between the hours of 8 AM and 10 PM. When filming is planned before or after these hours or to film at one location for more than a few days, the City Manager requires the production company to survey the neighborhood. This survey will be used to assist the City Manager in evaluating the potential disturbance to your neighborhood. If you have any concerns about this production or the permitting process, please call the City Manager’s Office at (248) 658-3350.

CITY OF BERKLEY -- 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 City Manager's Office at (248) 658-3350.

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 Manager
 - Program Coordinator
 - The Code of Conduct should be attached to the filming notification which is distributed to the neighborhood.
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 and should be clearly visible to the public.
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. Make sure all catering, crafts service, construction, strike and personal trash is removed from the location.
15. Observe designated smoking areas and always extinguish cigarettes in butt cans.
16. Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
17. The company will comply at all times with the provisions of the filming permit. The City of Berkley appreciates your cooperation and assistance in upholding the Code of Conduct.