

CITY OF LOS ANGELES

CALIFORNIA



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January 25, 2011

Dear Prospective Film Client:

USE OF THE BUREAU OF SANITATION'S FACILITIES FOR FILMING PURPOSES

This packet has been developed to assist you in providing us the information necessary to process your request.

In this packet you will find, procedure to reserve a facility for filming, guideline for filming, cast and crew safety agreement, special facility accommodation request, cast and crew list and vehicles license plates. When completing the request, ensure that you have included all specific information in Sections 5 and 6. Pictures, diagrams, and filming schedules are very helpful. The more information you provide, the better we will be able to serve your needs.

The occupied facilities, yards and partially vacant lots, owned by the Bureau of Sanitation, which are made available for the Filming Industry, are listed into 3 groups based on their functions and their supervisory authorities.

Group "A" is for Wastewater Maintenance Yards.

Group "B" is for Refuse Collection Yards.

Group "C" is for Odor Control Facilities, Partially Vacant and Vacant Lots.

Please refer to Section 1 for groups' information

We look forward to working with you on your project. If you have any questions or require assistance, please contact Greg Chilingirian of my staff at (323) 342-6252, by email at greg.chilingirian@lacity.org, by fax at (323) 342-6210, or go to http://www.lacitysan.org/services/services_business.htm

Sincerely,

Ali Poosti, Acting Division Manager
Wastewater Engineering Services Division
Bureau of Sanitation



**REQUEST TO USE
THE BUREAU OF SANITATION'S
FACILITIES FOR FILMING**

YOUR GUIDE

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Section 1

Group “A” Maintenance Yards

Listed below are the Group “A” Yard names, approximate acreages and addresses. These yards are occupied during normal working hours. (Area is given for reference only)

1. Hollywood Wastewater Maintenance Yard. (0.9 acres)
6014 Waring Ave, Hollywood, CA 90038
2. North Wastewater Maintenance Yard. (2.85 acres)
2335 Dorris Place, L A , CA 90031
3. North Hollywood Wastewater Maintenance Yard. (5.0 acres)
10801 Chandler Blvd, North Hollywood, CA 91601
4. Reseda Wastewater Maintenance Yard. (2.67 acres)
18560 Oxnard Street, Tarzana, CA 91356
5. South Wastewater Maintenance Yard. (4.55 acres)
2002 West Slauson Ave, L.A. CA 90047
6. West Los Angeles Wastewater Maintenance Yard. (0.9 acres)
11168 Missouri Ave, L.A. CA 90025

Section 1

Group “B” Refuse Collection Yards

Listed below are the Group “B” Yard names, approximate acreages and addresses. These yards are occupied during normal working hours. (Area is given for reference only)

1. East Valley Refuse Collection Yard. (5 acres)
11050 Pendleton Street, Sun Valley, CA 91352
2. Harbor District Refuse Collection Yard. (44.5 acres)
1400 North Gaffey Street, San Pedro, CA 90731
3. North Central Refuse Collection Yard. (5.43 acres)
452 San Fernando Road, L. A. CA 90031
4. South Central Refuse Collection Yard. (4.35 acres)
786 South Mission Road, L.A. CA 90023
5. West Valley Refuse Collection Yard. (5.51 acres)
8840 Vanalden Ave, Northridge, CA, 91324
6. Western District Refuse Collection Yard. (0.42 acres)
2027 South Stoner Ave, L.A. CA 90025

Section 1

Group “C” Odor Control Facilities and Vacant Yards

Listed below are the Group “C” Yard names, approximate acreages and addresses. These facilities/yards/vacant lots are unoccupied most of the time. (Occupied during equipment maintenance)

- 1- East Central Interceptor Sewer (ECIS) (0.34 acres)
2301 South San Pedro Street, L. A. CA 90011
- 2- ECIS Air Treatment Facility (ATF). (0.61 acres)
3410 South LA Cienega Blvd, L.A. CA 90016
- 3- ECIS Carbon Scrubber Facility (CSF). (1.45 acres)
2121 Rodeo Rd. & Arlington Ave, L. A. CA 90018
- 4- ECIS Carbon Scrubber Facility. (4.82 acres)
9240 West Jefferson Blvd, Culver City, CA 90232
- 5- North Outfall ATF. (1.2 acres)
10201 West Jefferson Blvd, Culver City, CA 90232
- 6- North East Interceptor Sewer CSF (1.91 acres)
303 North San Fernando Rd. L.A. CA 90031
- 7- North East Interceptor Sewer CSF (1.17 acres)
850 North Mission Rd. L.A. CA 90033
- 8- North East Interceptor Sewer, Future ATF. (0.56 acres)
2110 /2130 North San Fernando Rd. L.A. CA 90065
- 9- Ballona Pumping Plant, CSF (0.19 acres)
5550 Inglewood Blvd. L A CA 90030
- 10- North East Interceptor Sewer, Vacant Lot (0.46 acres)
216 North Ave, L A CA 90031
- 11- North East Interceptor Sewer, CSF (0.76 acres)
2200 East Jesse Street, L A CA 90023
- 12- La Cienega San Fernando Valley Sewer, CSF (0.22 acres)
1403 Gardener Street L A CA 90046
- 13- Jefferson Transfer Yard and NCOS ATF (5.06 acres)
6000 Jefferson Street, L A CA 90016

Section 2

Procedure to Reserve a Facility for Filming

1. Contact the client Film Coordinator at (323) 342-6252, during the normal business hours, for any Facility listed in Section 1 of this packet
2. The following information is needed:
 - a- Name of the filming Co.
 - b- Location and group as listed in Section 1, the address and the name of the Facility.
 - c- Starting date of filming (day or night)
 - d- Duration of filming.
 - e- Approx number of people and vehicles & equipment involved.
3. Upon getting a tentative approval for the location for that specific date, the Client picks-up a packet from our office located at 2714 Media Center Dr. L A CA 90065
4. The Client returns the packet to the Film Coordinator; who checks and approves the request. The Client gets a key to the Facility, if the Facility is part of Group "C".

If the Facility is part of Group "A" or "B", the Client does not need a key because it is occupied during working hours.

Note: The Client is not allowed to duplicate the key.

Section 3

The Facilities listed in Section 1 are available for filming purposes as part of the City's efforts to foster economic growth and support of the filming industry. For your safety, the guidelines listed below must be observed. The Client is responsible for complying with these guidelines. Violations of these guidelines may result in revocation of your authorization for filming (Section 8)

General Guidelines for Filming.

1. Unless arrangements have been made in advance, no restrooms are available for Client use. The Client must provide portable toilets for cast and crew.
2. Cast and crew are responsible to place all trash in appropriate receptacles (to be provided by the Client). All trash will be removed from site by client on a regular basis and at the end of use of the facility.
3. The Client may not use the City telephones, copiers, or fax machines at the facility. In an emergency, ask the facility supervisor for assistance
4. Alcoholic beverages and/or illegal substances are not allowed in the facility.
5. Smoking is not allowed in the facility.
6. Clients must adhere to all facility safety policies and procedures,
7. Access to facility roof areas requires prior approval and is usually not allowed.
8. The Client is not allowed to operate or access any of the facility's electrical panels and/or equipment unless prior arrangements are made.
9. Some locations in the facility may not be available for filming due to safety reasons. Please see the facility supervisor if there are questions about off-limits areas.
10. Personal vehicles are not allowed on the Bureau's property without prior approval, with the exception of first aid, craft services. A location pass will be issued for these vehicles and must be displayed in the left corner of the vehicles windshield at all times. Vehicles must remain on designated roadways and should not block ingress or egress of other vehicles or personnel. Please comply with the facility speed limit. Failure to adhere to

these requirements may result in removal of the driver(s) and/or vehicle(s) from the facility.

11. For your protection and that of your pet, personal animals are not allowed in the facility property.
12. As a safety precaution, the facility is not open to guests or visitors.
13. Facility personnel, performing bona fide work, may enter any portion of the property at any time, including permitted filming areas.
14. All modifications or damages done during set construction or filming must be restored to its original condition as determined at the discretion of facility supervisor.
15. Client security and/or police officers are required to enforce all provisions of these guidelines, and are not authorized to alter the conditions of the film authorization or guidelines.
16. No problem shall go unresolved. If you have a question or problem, please see the facility supervisor.
17. The safety of all persons at the facility is of the utmost importance. Please be aware of your surroundings at all times. If you notice anything that gives you cause for concern, contact the facility supervisor, or security personnel.
18. Several of the areas are inherently hazardous and dangerous. For your safety, these guidelines must be observed. The Client is responsible for complying with these guidelines.
19. Please give us at least 2 working days notice before the actual filming date to reserve a spot and notify the appropriate facility supervisor to accommodate your request.

Section 4

Cast and Crew Safety Agreement for Filming

at.....

The Cast and Crew of:

Agree to follow all Bureau of Sanitation Safety Rules and Regulations.

I have read the Bureau of Sanitation Policies regarding:

- 1- Hazardous material control and Personal Protective Equipment Policy
- 2- Work Area and Traffic Control Safety Policy
- 3- Head Protection Policy

By signing, I understand that I am responsible to enforce these policies while on City of Los Angeles property.

I further understand that waivers or deviations from these policies must be requested in writing and signed by an authorized agent of _____, accepting liability.

Authorized Client signature

Date

Authorized Client Name: Please Print

Title/Position: Please Print

Tel Number

SECTION 5

SPECIAL FACILITY ACCOMMODATION REQUEST

FOR FILMING, LOCATED AT:

		Request No.	Film Permit No.
Contact:		Telephone No.	Fax/Other No.: (Specify)
Company:		Telephone No.	Fax/Other No.: (Specify)
Address:		Mailing Address: (If Different)	
Project Title/Type:			
Enter start time for each day requested. Start: (Day/Date/Time)	Enter finish time for each day requested. Finish: (Day/Date/Time)	Total Duration: (Film Permit Must cover Prep, Strike, and Clean Up) _____ Hours	
Project Summary (Describe the overall project and explain what is to be done at this location throughout the project. Include use of chemicals, explosives, fires, weapons fire, stunts or intent to engage in other potentially dangerous activity, animals, detour plans, barricades, flag person, confined space procedures, props, any construction, etc. Attach a separate sheet if necessary.)			
Location of Work (Identify the general area, building if any, etc. where project will take place.)			

Modifications and Services Requested (List any requested use of facility services/staff to assist with project, such as removal of equipment, relocation of vehicles, services of electrician, etc. List any physical modification of facility buildings or equipment, such as painting. Indicate who will be performing work.)

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<p>Personnel</p> <p style="text-align: right;">Total Cast and Crew: _____</p>	<p style="text-align: center;">Vehicles</p> <p style="text-align: center;">Total Vehicles: _____</p>																								
<p style="text-align: center;">Director:</p> <p>Unit Production Mgr.:</p> <p style="padding-left: 20px;">First Asst. Director:</p> <p style="padding-left: 40px;">Second Asst. Dir.:</p> <p style="padding-left: 40px;">Location Manager:</p> <p>Transportation Capt.:</p> <p style="padding-left: 40px;">Other:</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Trucks</td> <td style="width: 33%;"></td> <td style="width: 33%;">Picture Cars</td> <td style="width: 33%;"></td> </tr> <tr> <td>Autos</td> <td></td> <td>Camera Cars</td> <td></td> </tr> <tr> <td>Vans</td> <td></td> <td>Generator</td> <td></td> </tr> <tr> <td>Cater</td> <td></td> <td>Trailer</td> <td></td> </tr> <tr> <td>Portable Restroom</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Other (Include specialized and rental equipment)</td> </tr> </table>	Trucks		Picture Cars		Autos		Camera Cars		Vans		Generator		Cater		Trailer		Portable Restroom				Other (Include specialized and rental equipment)			
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Autos		Camera Cars																							
Vans		Generator																							
Cater		Trailer																							
Portable Restroom																									
Other (Include specialized and rental equipment)																									

Additional Information:

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Requestor Signature:	Date:	Date Rec'd by WESD:	Film Coordinator Initials:
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(Please attach additional pages if necessary.) **Special Facility Accommodation Requests must be received at least 5 working days before requested project start date.**

Section 7

The Gate Key

(If the location is in Group "C" listed)

Facility location for filming (address).....
Name of the filming Co.
Address of the filming Co.....
Tel number of the filming Co.....
Name of the Client receiving the key.....
Tel number of the Client receiving the key.....
Date the key is given to the Client.....
Date the key is returned to BOS.....
Name of BOS film coordinator received the return key.....

Signature of the Client received the key

Date

Signature of BOS film coordinator received the return key

Date

Section 8

Authorization For Filming

This authorization for filming purposes is for the facility/yard

Located at.....

Name of the filming Co.....

Site liaison supervisor's name.....

For a period of.....days

Starting day and time.....

Last day and time.....

The person representing the filming Co. is

Name:

Signature of the authorizer from BOS

Date

Print name of the authorizer from BOS