Notice of Upcoming Filming

(INPUT DATES, TIMES AND LOCATION(S) OF FILMING ACTIVITY)

Dear Residents and/or Business Owners,

**(Company Production Name)** will be conducting a **(TYPE OF PRODUCTION / TITLE OF PROJECT)** on **(Day and Date)** from **(Start and End Time)** at **(Location).** We will be posting **No Parking** signs at **(Location of posting).** All filming will occur **(location of filming and whether it is inside a building or outside on the public street). Specify if any Traffic Control or Street Closure (ITC).**

Our filming is being fully coordinated with the City of Alameda. The filming activity may cause potential noise disturbance (i.e., unloading of various equipment, operation of electrical equipment, etc.). Per City of Alameda requirements, no meal breaks will not be taken at film site. The film site will also be patrolled by security personnel. After the filming, the City requires the crew to clean the area so that no debris will be left at the location site or adjacent areas.

We want to thank you in advance for your cooperation and for supporting the film activity in Alameda. If you have any questions or concerns, please call the on-site production contact. We are here to answer any concerns that you may have and will work to treat your neighborhood with respect.

Thank you.

Sincerely,
(YOUR NAME

PHONE NUMBER)

**On-site Contact**
(YOUR NAME

PHONE NUMBER)

**Alameda Police**

**Department**

Non-Emergency:

(510) 337-8340

Emergency: 911

**City of Alameda**

**Public Works**

(510) 747-7900

(Monday – Friday 8am – 5pm)

**To Film Companies:** You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward improving our relationship with the local communities in which we work, we will see more production leaving California, resulting in fewer jobs for us all. Please adhere to the following guidelines.

1. Notification and signatures are required for all residents and businesses within the affected area of the film shoot (the block(s) on which the film shoot occurs) with a copy of this Code of Conduct attached. General notification is required for all properties within a 300-foot radius of the film activity.
2. This notice will include:
* Name of company
* Name of the production
* Kind of production (e.g., commercial, short film, etc.)
* Type of activity and duration (i.e., times, dates and numbers of days, including preparation and striking)
* Company contact (first assistant director, unit production manager or location manager
1. Closures along AC Transit Bus Routes will require a Detour Plan from AC Transit. Locations on a state route (61 or 260) must provide approved Caltrans encroachment permit.
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 indicated by City-issued No Parking signs. Shuttle vans are required for all personnel.
3. When a production pass identifying the employee is issued, every member of the crew shall wear it while at the location.
4. The removal, moving, or towing of the public’s vehicles is prohibited without the express permission of the City or the owner of the vehicle.
5. Do not park vehicles in, or block driveways without the express permission of the driveway owner.
6. Removal, trimming and/or cutting of vegetation or trees is prohibited unless expressly approved by the City or property owner.
7. Remember to use the proper receptacles for disposal of all napkins, plates and coffee cups you may use in the course of the working day.
8. 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.
9. Every member of the cast and crew shall keep noise levels as low as possible.
10. Please keep the cast and crew in the areas approved by the permit. No loitering or trespassing onto other neighbors’ or merchants’ property. Remain within the boundaries of the property that has been permitted for filming.
11. The cast and crew shall not bring guests or animals to the location, unless expressly authorized under the film permit.
12. Make sure all crafts service, construction, strike and personal trash is removed from the location.
13. All meal breaks and catering shall occur at an off-site location. No food shall be consumed in the public right-of-way, including sidewalks.
14. The City of Alameda has a public smoking ban, AMC Section 24-11. No public smoking is allowed unless authorized under the film permit.
15. The company will comply at all times with the provisions of the film permit, except any instructions provided onsite by Alameda Police or emergency personnel shall take precedence over the conditions in the permit.

**Please note, if you leave garbage or other debris, the cost of removal of garbage or debris shall be deducted from your deposit. The City of Alameda appreciates your cooperation and assistance in upholding the Code of Conduct.**