

Bob Hope Patriotic Hall
1816 S. Figueroa Street, Los Angeles, CA 90015
Department of Military and Veterans Affairs
County of Los Angeles

FILM/TAPE AND STILL GUIDELINES

A. AUTHORIZED AREAS AVAILABLE FOR FILMING/TAPING AND/OR STILL

- **Basement**
 - Lobby
 - Kitchen
 - Purple Heart Room
 - General Doolittle Room
 - Mechanical Room
- **First Floor**
 - Lobby
 - Library
 - Auditorium (Electrical Lighting Technician required for use of spotlights)
 - Office Area
- **Second Floor**
 - Lincoln Room
- **Fourth Floor**
 - Marine Room
- **Sixth Floor**
 - Bradley Room
- **Eighth Floor**
 - Wilson Room
 - Nimitz Room
 - Balcony
 - Employee Breakroom
- **Tenth Floor**
 - Basketball Court
 - Women's and Men's Showers/Locker Area
- **Common Areas**
 - Stairwells
 - Lobbies
 - Building Façade
 - Elevator Carts (Elevator Mechanic Required)
 - North and South Fire Escapes
 - Parking Lot

B. **FILM/PRODUCTION GUIDELINES**

- No filming inside the building and/or in the parking lot area during the following business hours of operation:
 - o Weekly
 - Monday through Friday 7AM-5PM
 - o Monthly
 - 1st Friday 5PM-9PM
 - 3rd Tuesday and Wednesday 5PM-9PM
 - 3rd Saturday 9M-3PM
- No use of smoke, fire, fireworks, explosives, gunfire and/or special effects inside or adjacent to the building.
- No removal, relocation or alteration of office fixtures to include, but not limited to, modular furniture, furniture, office equipment, light fixtures, conference tables, window covers, signage, and/or furniture permanently affixed to the floor.
- No structural, mechanical and/or cosmetic alterations or improvements to the interior and exterior of the facility and/or parking lot of any type.
- No removal or relocation of existing artwork in the building. Although, permissible to properly cover existing hanging artwork. Prior authorization may be required for certain artwork to be part of the shoot.
- No modification of existing landscape.
- No smoking of cigarettes or e-cigarettes inside the facility at any time unless is part of the scene.
- No actual cooking in the kitchen area. Kitchen area shall be used for the preparation of food only – but not for catering purposes to crew.
- No set-up of equipment within regular business hours.
- Film company shall be responsible for the set-up and dismantling of each room where permitted throughout the building.
- Nude stills and/or filming/taping is prohibited on the premises pursuant to County code.
- Stills and/or filming/taping of the building's name and/or exterior artwork is prohibited.

- County shall not be responsible for providing furniture and/or equipment unless agreed upon in advanced for an additional fee. All rooms/areas as listed under Paragraph A shall be available “as-is”.
- Sale or consumption of alcohol is prohibited on the premises at all times.
- Consumption of food and/or drinks is prohibited inside the building with the exception of water unless is part of a scene.
- Deliveries/Shipments shall not be accepted on behalf of the film company or third parties at any time.
- Coordination of all city and county permits and logistics for all production shall be coordinated by the film company.
- Layout of boarding/mats shall be required to protect all floors, walls, windows, and elevator cabs.
- All interior and exterior trash receptacles shall be provided by the Production Company.
- Exterior sealed-shut windows shall not be opened.
- Overnight parking shall be permitted in the parking lot located at 1815 South Flower Street, Los Angeles at the established rate as long as it is of no impact to the operating hours of the building as mentioned above at the sole responsibility of the Production Company.
- No use of facility power for filming purposes.
- Production Company shall provide their own generator.
- All catering services shall be provided outside the facility.

C. FILM RATES/Recoverable Fees

- A day of filming constitutes to 14 hours of production.
- Rates:
 - o \$400 – Basic Filming Rate /Day
 - o \$100 – /Prep Day or /Strike Day for the first 3 days.
 - o \$400 - /Day After the 3rd Day
 - o \$780 – Parking Lot (78 Parking Spaces @ \$10 EA) /Day
 - 1815 South Flower Street, Los Angeles
 - o \$750 – Use of Audio/Visual Equipment
 - o \$250 – /Hour (4 Hours Minimum) - Elevator Mechanic (If Needed)

- \$350 – /Hour (8 Hours Minimum) 1 AV Technician (If Needed)
- \$550 – /Day for Utility Services
- /Hour (8 Hours Minimum Per Person) – Recoverable Service Fees*
 - Administrative Coverage \$650 – 2 Staff Members Required
 - Custodial Services \$450 – 2 Custodians Required
 - Armed Security Services \$370 – 2 Armed Guards
- ***Recoverable Service Fees are based on flat rates with a minimum of 8 hours. When applicable, time and a half will be billed after 8 hours; and double time after 12 hours.**

D. INSURANCE

- Film/Tape: \$1,000,000 Public Liability and Property Damage
 \$1,000,000 Broadcasters Liability/Errors and Omissions
 - Stills: \$1,000,000 Public Liability and Property Damage
 - Workers Comp: Statutory Limits as required by the State of California with
 \$1,000,000 in Employers Liability Insurance
 - Automobile Liab.: \$1,000,000 Combined Single Limits
- **All proof of insurance requirements shall be coordinated through FilmL.A. Permit Administration.**

E. ADDITIONAL NAME INSURED:

- Department of Military and Veterans Affairs of Los Angeles County and any and all divisions.
- County of Los Angeles, all officers and employees of the County of Los Angeles and the Board of Supervisors but only as respects to any and all operations in connection with the Bob Hope Patriotic Hall.

F. PAYMENT

- All payment requirements shall be coordinated through FilmL.A. Administration.
 - **All refunds for personnel costs will be available within 30 days after the last day of production.**

G. DEPOSITS

- A deposit of \$5,000 will be required for damages and incidentals.
 - **All deposits and refunds shall be collected and processed through FilmL.A.**

H. CANCELLATIONS – RECOVERABLE FEE

- All cancellation notices must be in writing and submitted 72 hours prior to the first day of the scheduled event. A cancellation fee of \$250 will be assessed to all events cancelled without the proper notice and/or timeframe.

I. FILM PERMITS

Please contact FilmL.A. to obtain a film permit at (213) 977-8600.

J. REQUESTS

- All inquiries must be directed and coordinated through FilmL.A.'s Production Planning Department at 213.977.8600.