NOTIFICATION OF FILMING

COMMERCIAL

DATE:

DEAR MERCHANT/RESIDENT:

_____ is in process of applying for a permit
PRODUCTION COMPANY/TITLE
to film in the City of Pasadena. If a permit is granted, the Film Office will assign personnel and/or condition the permit to maintain public safety and abide by the City's Filming Ordinance. The company will make every effort while in your area to respect the community.

PROPOSED FILM DATE(S), HOURS & LOCATION

Date(s): _____

Hours: From _____ (AM)/PM

to _____ AM/(PM)

Location(s):

Posting **"No Parking"** signs on (date) on:

DESCRIPTION OF SCENE

PROPOSED PREP & STRIKE DAYS/TIMES

Posting **"No Parking"** signs on [Date(s)] on:

CITY OF PASADENA FILMING ORDINANCE (PMC 17.61.090) SIGNATURE REQUIREMENTS

The City requires that the film company notifies all merchants/residents within 300 linear feet of the filming location.
Signatures (on signature sheet) are required from merchants/residents affected by filming, parking or posting of "No Parking" signs in front of their property.

FOR FILMING ACTIVITY INCLUDING PARKING/POSTING IN RESIDENTIAL AREAS THE FOLLOWING SIGNATURE REQUIREMENT WILL APPLY:

51%	Signatures Required for Filming	7 Days a Week	7 pm – 10 pm
90%	Signatures Required for Filming	Sunday - Thursday	10 pm – 7 am
75%	Signatures Required for Filming	Friday & Saturday	10 pm – 7 am

PASADENA
FILM OFFICE • WWW.FILMPASADENA.COM

Office: (626) 744-3964

Email: filmoffice@cityofpasadena.net

Office Hours: Monday - Thursday 8:00a - 5:00p
Every other Friday 8:00a - 4:00p

For after hours or city closed Friday, contact the Police Dispatch at (626) 744-4241

Please contact the Location Manager if the proposed filming will interfere with any service you have scheduled (gardener, house cleaner, home improvement, etc.), or if you have any questions regarding the proposed activity.

_____
LOCATION MANAGER NAME

_____
LOCATION MANAGER PHONE/EMAIL