



# PERMISSION TO USE PROPERTY

FOR FILMING

TO BE COMPLETED BY FILM HOST AND SUBMITTED WITH PERMIT APPLICATION

Tel: 626-744-3964 filmoffice@cityofpasadena.net

I hereby give permission for \_\_\_\_\_ to use the  
(Film Company)

property located at \_\_\_\_\_ for the purpose  
(Address)

of filming activity on the following date(s) \_\_\_\_\_  
(Prep days, Film days, and Strike days)

I understand that filming at a single site in a residential area is limited to 6 days per quarter, not to exceed 24 days per year. In a commercial zone, filming is limited to 15 days per quarter, not to exceed 60 days per year. I will not exceed those limits for the above property.

I also understand that a copy of the City of Pasadena's "Instructions and Regulations for Conducting Filming, Videotaping and Still Photography Activities" is available at the Film Permit Office, 175 North Garfield Avenue, Pasadena, California 91101, or by calling 626/744-3964, and it will be mailed upon request.

I acknowledge that if my neighborhood becomes a frequently filmed area that the Film Office has every legal right to deny a film permit at my property.

If I am the tenant hosting filming, I understand it is my responsibility to confirm with the property owner that I have permission to host a film shoot.

**CIRCLE ONE:** OWNER OF PROPERTY -or- OCCUPYING TENANT -or- PROPERTY REPRESENTATIVE

Is this project a student, non-profit film, or still shoot? Circle One: YES NO

***I, the undersigned, understand that I will be assessed a City of Pasadena Filming Host Neighborhood Coordination Fee of \$240.00 per filming day. No fees are assessed toward prep or strike days, or for still photography, student and non-profit filming. The film company will initially pay this on your behalf but will seek reimbursement possibly by enacting an immediate reduction of your location rental fee. This ensures that this fee remains constant with nominal increases avoiding substantial costs incurred from administrative processing while maintaining Film Office services at the established level in obtaining neighbor clearances and conducting ombudsmanship.***

\_\_\_\_\_  
Film Host – Property Owner or Tenant Name or  
Representative (Please print)

\_\_\_\_\_  
Film Host Contact Name (Please print)

\_\_\_\_\_  
Film Host Signature

\_\_\_\_\_  
Film Host Telephone Number

\_\_\_\_\_  
Film Host Email address

For more information on being a good film host, please go to our website at: [www.filmpasadena.com](http://www.filmpasadena.com). If you are interested in learning how to **promote your property for filming**, please contact the Film Office at 626-744-3964.