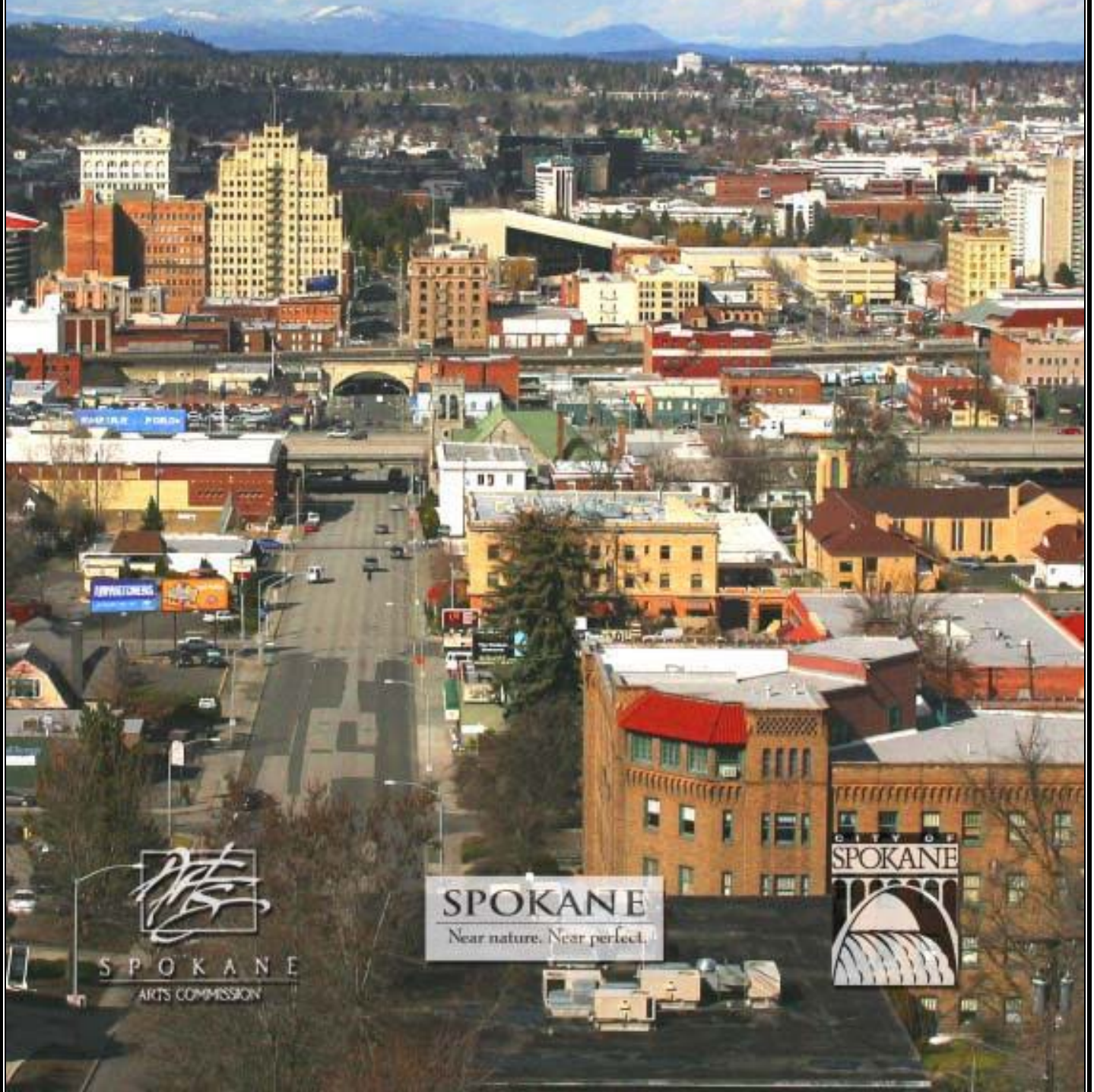


Filming in Spokane



SPOKANE
ARTS COMMISSION

SPOKANE
Near nature. Near perfect.

CITY OF
SPOKANE

Thank you...

...for choosing to film in Spokane, the city that is “Near nature. Near perfect.” The City of Spokane’s Film Office serves as an ombudsman for filmmakers and commercial production companies. We will do our best to provide a “one stop” for your filming needs within the City of Spokane. This document is designed to aid you in connecting to the relevant City departments and to advise you of all permitting and communication requirements.

Most feature filmmaking, television and commercial filming activities in Spokane are required to follow the processes described in this document and submit an application to the City through the Office of Film. There is no fee for the film permit but activities requiring street closures, staffing or use of park property may trigger some other permitting requirement or cost recovery fee.

Please remember that the City of Spokane is surrounded by other jurisdictions (Spokane Valley, Airway Heights, Spokane County, etc.). You will need to provide your own liaison to the neighboring cities and counties. The State Film Office’s Eastern Washington Liaison is the Spokane Regional Convention and Visitor’s Bureau.

As soon as you determine you will be working in Spokane, please call the Film Office to touch base with us and begin the process. The more lead time we get, the better we can serve your needs. This manual is **subject to change** as the Spokane Municipal Code is updated, policies are revised, and staff changes are made. This guide is intended to ensure that your Spokane project is successful.

We will need your completed film application no later than 4 days prior to your first day of work.

A [Master Film Permit application](#) for filming must be made if any of the following occur:

- Traffic will be interrupted on city streets
- Pedestrian traffic on sidewalks will be interrupted
- A commercial, studio style tripod or dolly is used on sidewalks or City streets
- Wires or cables run across or over sidewalks that impede pedestrian or vehicular traffic
- A generator is used on a sidewalk or street
- Filming takes place on City-owned property excluding the public right-of-way open to pedestrians
- Public property will be impacted; or
- Public parking will be impacted

The use of weapons (real or simulated) in a public place will require the presence of Spokane Police on site. All weapon usage requires advance notification to the Spokane Police Department and approval by the Special Events Office. (see Spokane Police Department section)

If none of the above apply, a [Filming Notification Form](#) is required.

Film Office Contacts

(Updated March 2014)

FILM OFFICE Planning & Development Services bdinfo@spokanecity.org
(509) 625-6300

ADDRESS City Hall, 808 W. Spokane Falls Blvd. 3rd Floor
Spokane, WA 99201

WEBSITE www.developingspokane.org

City Department, Liaison

FIRE MARSHAL (509) 625.7040
PARKS AND RECREATION DEPARTMENT (509) 625.6297

WA STATE FILM OFFICE LIAISON FOR EASTERN WASHINGTON
<http://www.visitspokane.com/media/filmoffice/>

Jeanna Hofmeister (509) 742-9372 jhofmeister@visitspokane.com

Green Filming

Consistent with the City of Spokane's concern for environmental quality, film production companies are encouraged to take steps toward using green practices while on location in Spokane. "Green filming" incorporates environmentally conscious efforts regarding set construction, energy usage, resource conservation, and recycling, among other things. Compliance with some or all aspects of "green filming" entitles participants to apply for Environmental Media Association's annual Green Seal Award. Winners of the award benefit from recognition, publicity, and networking opportunities that might not otherwise cross their paths. The Washington State and City of Spokane Film Offices are available to help with on-the-ground resources and tools.

Application for Master Film Permit

ADVANCE NOTICE

Applications will be processed as quickly as possible. Filming that involves coordination with several different agencies or jurisdictions takes time. Your filming needs may vary from the very simple to the very complex. We need at least 2 weeks notice to begin the approval process for feature filming or television work, and request 4 days advance notice for commercials and low-impact productions.

TURN-AROUND TIME – OMBUDSMAN TO FILM AND PRODUCTION COMPANIES

We do everything possible to review and approve your film permit as quickly as possible. For low-impact productions, sometimes the turn-around can be as fast as 24 hours.

For high-impact productions, a pre-production meeting may be arranged to provide the film company with an opportunity to review and discuss their production requests and requirements with all the affected City departments. If appropriate for the scale of the production, the Film Office will also organize a production meeting where you can obtain final approval on all needed City permits and procedures with one stop.

APPLICATION TO FILM

Before your initial meeting with the Film Program Staff, download the [application](#) from our website. This form, after approval, will become your City of Spokane Master Film Permit.

The original Master Film Permit must be kept at the film site at all times. A copy must be given to the lead Police Officer and Fire Marshal upon arrival at the site.

Permit includes:

- Special Event permits
- Street obstruction permits
- A maximum of ten (10) parking meter bags for production vehicles and/or filming
- Noise Variance authorization if approved
- City facilities normally open to the public
- All City of Spokane costs associated with issuing and overseeing the Master Film Permit and its components

Permit DOES NOT include:

- Fire Department costs for standby personnel, apparatus and equipment
- On-site Police costs
- Use of Park Department grounds, facilities or parking lots
- Rental of City of Spokane facilities for which there is an established rate generally charged to the public
- Class C Special Effects Permits
- Permits required by other City departments
- Water hydrant permits
- Direct cost charged by the Street Department for traffic signal/street light changes or modification and other modification to street or traffic control infrastructure
- Anything required by other jurisdictions or regulatory agencies

- Cost of insurance
- Spokane Police Department

Fees for these costs are included in each relevant section in these guidelines.

There are times during the year when filming and parking restrictions may apply in various parts of the city. Restrictions may apply during Hoopfest, Bloomsday or other events; during various neighborhood business fairs or events; around certain construction projects; or during large conventions or sporting events. The Spokane Film Office will inform you of any potential restrictions during your planned filming period.

Requirements for Filming

INSURANCE AND INDEMNIFICATION REQUIREMENTS

INSURANCE COVERAGE:

In order to obtain a film permit, your insurance must contain the following coverage and language:

The City of Spokane shall be named as an “Additional Insured” under the policy with respect to permits issued by the City. The address is City of Spokane, 808 W. Spokane Falls Blvd., Spokane, WA 99201-3317. If Parks are being used, Parks and Recreation Department also listed as additional insured.

“ACORD” insurance forms must have cancellation terms changed to read: “Should any of the above described policies be canceled or reduced as to coverage before the expiration date thereof, the issuing company will mail 30 days written notice to the named certificate holder/City of Spokane as an additional insured.

Insurance coverage needed:

- Workers’ Compensation: as prescribed by Washington State law
- General Liability: \$1 million Bodily Injury and Property Damage combined
- Automobile Liability: \$1 million Bodily Injury and Property Damage combined
- Use of explosives: \$2 million Bodily Injury and Property Damage combined
- Aircraft Liability: \$1 million per occurrence if aircraft is used for/or in filming
- Watercraft Liability: \$1 million per occurrence if watercraft is used for/or in filming

The City of Spokane shall be given 30 days notice of any change, cancellation, expiration or renewal of the policy. Only one certificate of insurance is required by the City for your filming operation; it will cover all City departments. You may keep your insurance coverage on file for one year, for any future projects.

DAMAGE DEPOSIT:

A damage deposit of \$1,000 must be made out to the City of Spokane and accompany the permit application. The purpose of this *refundable* deposit is to cover damage that may be made to City facilities - fire hydrants, signals, broken sidewalks, parking strips or lawns. Upon completion of your work, call the Film Office at (509) 625-6983 to request that your deposit be returned. You may exercise the option of leaving your damage deposit on file for future use.

Productions will be responsible for restoration of the public places used under the Master Film Permit. The City’s Film Program staff will inspect the film site(s) and check the status of any outstanding bills to determine whether any of the deposit should be withheld to cover damages. If damages exceed the deposit amount, the overage shall be submitted as a claim to filmmaker’s insurance company.

EXEMPTIONS (DEPOSITS, INSURANCE):

The Film Office will consider requests for waivers or reductions of insurance and damage deposit requirements for:

1. Students filming as part of an educational project sponsored by an accredited educational institution.

2. A permit applicant that is a nonprofit, tax-exempt organization currently recognized by the United Revenue Code of 1954.26 U. S. C., Section 501, as now or hereafter amended.

No exemption will be granted for required police and fire fees, or for parks or other facility usage fees for any agency or organization. Any question on the matter of fee exemptions or variance in deposit or insurance will be decided by the Film Office and the Risk Management department. If you feel you are eligible for an exemption or adjustment, please contact Angie Napolitano at (509) 625-6983.

COMMUNITY NOTIFICATION

The City is happy to have you filming in Spokane and we want our residents to feel the same way. We receive the most complaints, especially the ones that go to the Mayor's Office and City Council, because residents feel they have not been given adequate notice or the notice did not accurately reflect what actually happened. Please follow the procedures outlined below when notifying residents and businesses in the area of filming activity.

1. All adjacent properties shall be notified a minimum of 2 days prior to filming. If there is substantial disruption (particularly parking), the neighborhood and/or business district needs to be informed at least one week in advance.
2. Distribute written notification in an area not less than one block in all directions from the filming area.
3. A sample notification form is provided at the end of this manual. If you prefer to make your own, be sure it contains all the information that is supplied on the sample form.
4. Some traffic or parking disruptions, especially those on arterials, may require notification to the general public. The Film Office will work with the City Communications Department on the notifications. Call the City's Film Office at (509) 625-6983 if you need assistance. We can be very helpful if you need information about an area within the City of Spokane.
5. Failure to properly notify residents or to make reasonable accommodations to mitigate your impact on a neighborhood or business district may result in cancellation of your permit.
6. A Code of Conduct for the Master Film Permit is provided during the permitting process to the production company. This code must be reviewed by each employee of the production company and strictly adhered to during filming activities. In addition, the **Code of Conduct must be attached** to the filming notification that is distributed throughout the affected neighborhoods.

HOURS OF FILMING

Filming in residential areas is prohibited between the hours of 10 pm and 6 am. This applies to the arrival and departure of cast, crew and equipment as well as actual filming. The Film Office may grant a time extension in some instances if advance written approval is obtained from affected residents. See attached Extended Hour Form at the end of this manual. If an extension is granted, a noise variance permit is required.

Parking, Street Closures

CONTACTS: Planning & Development Services, (509) 625-6300 bdsinfo@spokanecity.org

All street closures must be coordinated through Planning & Development Services. If you plan to control pedestrian or street traffic, a police officer or certified flagger must be on site. Sign companies can provide flaggers for controlling traffic on non-arterial streets and in neighborhoods. If safety is an issue, Police and/or Fire Department personnel are required.

PARKING METERS

A maximum of 10 parking meter bags are included in your Master Film Permit at no charge as determined by the Film Program staff. This will be based on the size of the production and availability. If you need more, there may be a charge for each additional meter bag. List the meter numbers for each location in the appropriate portion of the Master Film Permit application.

Parking meter bags are available to create special loading zones for commercial vehicles and vehicles directly involved in service for the production company. They are to be used for production vehicles only, not for crew parking.

All parking meters must be bagged 2 - 24 hours in advance. These parking meter bags are not to be placed on meters in "loading" or "restricted" zones. The parking meter bags can be locked in place by your company or if you prefer, the City's Film Office can arrange with the Street Department to install and remove the meter bags. The City provides the bag and the padlock for this service. Such requests should clearly identify the time period bags are needed.

The decision to bag meters or use barricades will be made during permit discussions between City departments and the production company.

NOTE: THERE WILL BE A \$250 FEE FOR ANY LOST OR DAMAGED BAG

FREE PARKING METER BAGS FOR SCOUTING LOCATIONS

A maximum of ten (10) free parking meter bags may be used by location scouts to allow them to park at meters without paying for a specified period of time before the first day of filming. This will allow parking at City parking meters. It does not allow for parking at handicapped or no-parking locations.

BARRICADING STREETS WITHOUT METERS

The production company is responsible for setting up barricades to prevent parking. Barricades must be in place 2 - 24 hours in advance of filming, on a case-by-case basis, with time and date of parking restrictions clearly written on the barricade. They must be verified by City of Spokane Parking Enforcement. Please fax the barricade verification form to (509) 232-8831 at least 24 hours in advance of barricading. The City cannot tow a vehicle unless this process is followed.

It is the filmmaker's responsibility to check that the barricades are in the right place and are marked properly. Please check the barricades as soon as they are installed.

Barricades should be taken down when all vehicles arrive. However, if vehicles will be coming and going, the barricades should remain in place. Do not park crew cars in barricaded areas. Barricaded areas and bagged meters are for essential working vehicles only.

Signs must be verified 24 hours or more in advance before any enforcement action may be taken. If vehicles are found inside the barricaded area, contact either the on-site Police officer, Crime Reporting during business hours (509) 456-2233, or as a last resort call 9-1-1 for police to issue a citation and coordinate the towing of vehicles. It is illegal to tow a vehicle from a public street unless a citation has been issued. The production company will be held responsible if cars are towed illegally.

The production company may contract with any company for barricades.

Note: Barricade pickup and delivery will be done by the barricade companies. The production company is responsible for folding and taking barricades out of the street so regular parking and traffic flow may resume at the end of filming.

CREW PARKING

The number of vehicles at a filming site should be limited to a minimum number needed to film successfully. This will minimize congestion and negative impacts on both businesses and neighborhoods. Production companies should look for pay parking lots or school and church parking lots nearby. Staff and crew cars will not be permitted to park at barricades in residential areas or at bagged meters.

PEAK HOUR RESTRICTIONS

- No traffic control will be allowed on arterials during peak hours.
- Peak hours are in affect downtown from 6:00am – 9:00 am and from 3:00 pm – 6:00 pm weekdays. On all other arterial streets, the restrictions are from 7:00am – 9:00 am and 4:00 pm – 6:00 pm on weekdays.
- There are no weekend peak hour restrictions.
- Peak hour restrictions may be invoked when there is a large scale public event, festival or emergency action.

DETOURS AND MAJOR TRAFFIC REVISIONS

When it is necessary to block a street in an area of heavy traffic, a traffic control plan is required from the production company. Traffic control plans describe where detours will be placed and the alternative routes that traffic will use. The film production company may contract with any traffic control specialty company for this service.

The traffic control plan must be submitted to Planning & Development Services (509-625-6300) for review and approval, with copies to the Police Department's Special Events Office and the Fire Marshal's Office as far in advance of filming as possible. This time period also allows your industry ample time to notify those who will be affected by your filming activities.

SIGNAL CHANGES

Traffic signal changes can be made with a minimum advance notice of five working days.

The minimum cost for a signal crew is \$225 for four hours. The cost of the maintenance vehicle is \$25 for four hours and the bucket truck, if required, is \$68 for four hours. Work beyond the four hour minimum would be charged at the hourly rate for the required employees and equipment. These rates are subject to change.

Note: In locations of heavy traffic congestion, it is often possible to simplify the process by filming early Saturday and Sunday mornings when there is less traffic.

Spokane Police Department

CONTACTS: For street closures, police equipment rental, hiring and coordinating of officers, and extra-duty employment, contact the Spokane Police Department's Special Events Office, (509) 835-4564.

Uniformed Police Officers, working on an extra-duty basis only, can be provided to monitor and assist film production companies while filming in public areas in Spokane. Film companies are required to have police services if film production requires traffic control and revisions or safety hazards or unusual circumstances that could create alarm to the citizens of the city. Exceptions will be determined by the Spokane Police Department's Special Events Office.

Officers assigned to film production have two responsibilities: one is to assist the production company as much as possible, within these guidelines, in completing their filming; the other is to maintain a police presence and protect the City's and citizen's interests.

Although the officers are off-duty, they still maintain their full police authority with the obligation to enforce all city and state laws. If a law enforcement situation should arise, the officer will respond appropriately until the situation is resolved.

SPECIAL EVENTS PERMIT APPLICATION

Some filming activity is subject to the Special Events Permit Process. The Master Film Permit form will be accepted in lieu of a Special Events Permit Application but the regulations required by this process are still in effect. There is no charge for this permit.

The Police Department's Special Events Office will determine the Police staffing support needed for each location, the physical feasibility of the location, traffic control, neighborhood impact, and street closures. Much of this can be determined at the initial pre-production meeting with the film company.

DETERMINING POLICE STAFFING LEVELS

Four criteria are used in determining police staffing levels:

1. Safety issues (closure of a road for a high-speed chase, explosions, traffic re-routes, stunts, etc.)
2. Intermittent traffic control (ITC) needs
3. Spokane Street Department requirements
4. Production company requests

If a safety issue exists, the extra-duty coordinator will draft a contract for police services based on the requirements submitted with the permit. Fifteen (15) days are needed to coordinate the schedules of extra-duty officers. The more complex the request, the more time is needed for coordination.

If no safety issue exists:

- The Police Department will assist you in determining the number of personnel needed. This planning is advisory. You may accept or reject the recommendations.
- You may use off-duty officers, or in some cases private security personnel or production assistants.

- When private security personnel or production assistants are used, the Police Department will not ensure that the site can be secured. If you hire non-police personnel you do so at your own risk.
- The Police Department will not supervise or be responsible for private security personnel or production assistants.

PAYMENT PROCEDURES AND RENTAL FEES

All extra-duty Police Officers will be paid through the Spokane Police Department payroll system. They are not to be paid directly by the production company. These rates are subject to change, and are adjusted at least annually with negotiated contracts. Please call the Police Department directly for current rates, (509) 835-4564.

The Police Officers will have time cards that need to be signed at the end of each shift. Anyone in the company who is authorized may sign the time cards. Copies of these time cards are available on request from the Extra-Duty Coordinator.

The film production company will be sent an itemized bill each week, including extra-duty officer wages and vehicle usage, payable within five days.

All officers will be paid a minimum of four hours. It is understood that filming schedules may be changed after an officer has been assigned. Every effort will be made to contact the scheduled officer. If efforts to contact the scheduled officer are not successful, they must be paid the minimum four hours.

Officers are responsible for security and safety at the location site. While they may eat, they still have that responsibility. Officers are paid for the time they are on duty and for meal breaks, whether working for the City or for the production company.

POLICE VEHICLE RENTAL RATES (WITH TWO HOUR MINIMUM)

The following rates are subject to change:

- Patrol Car \$12.00 per hour
- Motorcycle \$12.00 per hour
- Unmarked Patrol Car \$12.00 per hour

NOTE: Generally, vehicles will be assigned to an officer and that officer will be paid in an extra-duty pay status. The officer will transport all vehicles to and from the film site and the officer will remain on site throughout the duration of the vehicle usage.

NOTE: Spokane Police Officers, vehicles, uniforms, insignia and equipment will not be made available for use on film by film companies without the written consent of the Chief of Police.

BLOCKING AREA FOR RUNNING SHOTS

For safety reasons, police officers will not accompany picture vehicles, process trailers or cameras when running shots are being filmed. Approved escorts can be hired through private companies.

WEAPONS

The use of weapons (real or simulated) in a public place will require the presence of Spokane Police on site. All weapon usage requires advance notification to the Spokane Police Department and approval by the Special Events Office.

Spokane Fire Department

CONTACT: Fire Marshal, Lisa Jones, (509) 625-7040, ljones@spokanecity.org

The Spokane Fire Department (SFD) will be a part of the Special Events Permit Application review that must be followed to operate within the city limits.

FIRE PERMITS AND FEES

Permits and fees shall be in accordance with the current City Fire Code and Special Events Ordinance. Contact the SFD Fire Marshal's Office to receive a list of current required permits and their associated fees.

STANDBY PERSONNEL, APPARATUS, EQUIPMENT

Standby personnel, apparatus or equipment required by the Fire Official or requested by the film production company shall be in accordance with the Fire Code and currently established Spokane Fire Department procedures.

USE OF FIRE DEPARTMENT EQUIPMENT AND/OR PERSONNEL

Requests for such usage shall be considered by Fire Administration via the Fire Marshal and are subject to final approval by the Fire Chief.

Other personnel required by the Fire Chief or requested by the film production company will be charged at the cost for personnel involved. Specific rates can be requested through the SFD Fire Marshal. All personnel will be compensated for a minimum of four hours per the Collective Bargaining Agreement with Local #29. It is understood that filming schedules may be changed after personnel have been assigned. If efforts to contact fire personnel are not successful, they must be paid the minimum four hours.

The Fire Marshal will determine the need for the level of support for monitoring a motion picture production. Apparatus and equipment necessary to be utilized as a requirement of the Fire Department or requested by the film production company will be charged at the current rate established under the Washington State Mobilization Act. Rates can be requested through the SFD Fire Marshal's Office.

Emergency medical services and fire protection services shall only be provided by the Spokane Fire Department. Any private ambulance service provided during filming must be properly licensed and permitted by the City or State as necessary to verify proper training and certification.

FILMING OF OFFICERS AND EQUIPMENT

Spokane Fire Department personnel, vehicles, uniforms, insignia and equipment will not be made available for use on film by film companies without prior expressed written consent of the Fire Chief.

SPECIAL EFFECTS

Use of open flame, special effects and fireworks will require a separate permit. Film companies should be prepared to describe their safety plan at the pre-production meeting and throughout the filming process. The Police Department, Fire Marshal or other city officials may stop the filming for safety reasons at their discretion.

Spokane Water Department

CONTACT: Dispatcher, Department of Water & Hydroelectric Services
914 E. North Foothills Drive
Spokane, WA 99207-2794
(509) 625-7800

PROCEDURE

Water hydrant permits are \$45 per day, \$140 per month or \$350 per year. The movie production company must obtain one (1) permit from the Water Department for the use of each water hydrant. An agent representing the production company must appear in person and sign an agreement governing usage of the permit. All water-holding vehicles must have prior inspection by Water Quality personnel before usage.

EQUIPMENT

Permit holders may provide their own valves approved by the Spokane Water Department. However, the Spokane Water Department has valves available if needed. Valves may be rented at a charge of \$19 per day or \$47 per month. A deposit of \$200 is required for this equipment rental.

The Department will provide a properly sized valve, instructions on the proper use of the hydrant, valve and equipment to all persons who will be using the hydrant and stipulate which hydrants may be used. There are cross connection/contamination control requirements also.

The permit holder must provide hose equipment.

NOTE: PENALTIES ARE ASSESSED FOR ILLEGAL HYDRANT USE OR FAILURE TO RETURN EQUIPMENT. ANY ILLEGAL OR IMPROPER CONNECTION OR EQUIPMENT IS SUBJECT TO IMMEDIATE CONFISCATION.

NOTE: The water truck you are renting may already have a hydrant permit. Check with the vendor before contacting the water department.

Spokane Planning & Development

CONTACT: Planning & Development
808 W Spokane Falls Blvd.
Spokane WA 99201-3325
(509) 625-6300

The goal of Planning & Development is to assure that film production companies are successful in meeting time constraints while providing a reasonable degree of protection for production crews and the public.

PROCEDURE

Most film sets are temporary and are not subject to the building permitting process. For structures that will remain permanently, contact Planning & Development for review and approval prior to any new construction, additions, remodeling, or alterations. Construction may require inspection prior to covering. The City electrical inspector must inspect electrical extensions or temporary wiring prior to initially energizing the system. Permanent structures that are removed may require a demolition permit. Please contact Planning & Development for assistance.

Generators must be inspected and approved prior to first use. If relocated, notification of relocation must be extended to the electrical inspector.

SOLID WASTE REMOVAL

Trash disposal conducted within the City of Spokane is to be done by the City of Spokane Solid Waste Management Department. For service information and temporary dumpsters, contact (509) 625-7878. To haul your own waste, please call (509) 625-6580 for information on locations and rates.

Parks and Recreation Department

CONTACT: Nancy Goodspeed
808 W Spokane Falls Blvd.
City Hall, 5th floor
Spokane, WA 99201
(509) 625-6297, ngoodspeed@spokanecity.org

Dale Larsen- Manager, Riverfront Park (for issues related to Riverfront Park only)
(509) 625-6624, DLarsen@spokanecity.org

Steve Nittolo – Horticulture Supervisor (Manager, Manito Park)
(509) 625-6692, snittolo@spokanecity.org

Leroy Eadie - Director, Parks and Recreation
(509)625-6204 leadie@spokanecity.org

The Spokane Parks and Recreation Department and Spokane Park Board is responsible for approving and authorizing filming activities for the City Parks system; and follow their own Commercial Filming Policy. Go to <http://spokaneparks.org/Parks/page/775/> for more information. Filming activities must meet the following criteria before they can be authorized:

- Is compatible with activities of park and park facility visitors
- Does not damage park property or facilities
- Does not disrupt wildlife
- Does not imply endorsement of the content of the film by the Spokane Parks and Recreation Department, and
- Conforms to all applicable statutes, rules, policies, procedures and instructions given by Parks and Recreation Department staff and Park Board.

User should call the Parks and Recreation Office as far in advance as possible. Depending upon the extent of activities and time of year, formal approval and issuance of the permit may take time. Please plan accordingly.

City of Spokane

Code of Conduct

To production companies: You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward building good relationship with the local communities in which we work, we will see less production, resulting in fewer jobs for us all. Please adhere to the following guidelines.

To the citizens: If you find this production company is not adhering to the Code of Conduct please contact the Spokane Film Office at 509-625-6983.

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas). The filming notice should include:
 - Name of company
 - Name of the production
 - Type of production (e.g., feature film, movie of the week, TV pilot, etc., type of activity and duration (i.e., times, dates, number of days, including prop and strike)
 - Company contact (first assistant director, unit production manager, location manager)
 - Name and number of City Film Office Staff

The Code of Conduct should be attached to the filming notification that is distributed to the neighborhood.

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.
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 municipal jurisdiction or the owner of the vehicle.
5. No production vehicles should park in or block driveways without the express permission of the driveway owner.
6. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly upon completion of the meal.
7. Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
8. Remember to use the proper receptacles for disposal of all napkins, plates and coffee cups you may use in the course of a working day.

9. 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.
10. Every member of the cast and crew will keep noise levels as low as possible.
11. Articles of clothing that do not display common sense and good taste should not be worn by crew members. Shoes and shirts must be worn at all times, unless otherwise directed.
12. Crew members shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste (i.e., pin-up posters).
13. Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
14. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
15. Make sure all catering, crafts service, construction, strike and personal trash is removed from the location.
16. Observe designated smoking areas and always extinguish cigarettes in butt cans.
17. Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
18. The company will comply at all times with the provisions of the filming permit.

The Spokane Film Office appreciates your cooperation and assistance in upholding the Code of Conduct.

Spokane Public Facilities District

(These facilities are not owned by the City of Spokane but are included here for your convenience).

SPOKANE CONVENTION CENTER AND PERFORMING ARTS CENTER

334 West Spokane Falls Boulevard
Spokane, WA 99201
509.279.7000
509.279.7060 FAX

CONTACTS: Johnna Boxley, General Manager 509.279.7000
Stephanie Curran, Assistant General Manager, 509.279.7048
Kay Riplinger, Sales Manager 509.279.7119
Spokane Public Facilities District
720 West Mallon Avenue
Spokane, WA 99201
509.279.7000
509.279.7060 FAX
Website: www.spokanecenter.com

The Spokane Opera House and Spokane Convention Center are housed under one roof and have a beautiful location on the Spokane River, across from the 100-acre Riverfront Park in downtown Spokane. Several films have utilized this conference, trade show, and meeting facility, that is extremely well equipped to make your event productive, efficient and fun.

Event planners can enjoy the services of a full-service kitchen, and a large inventory of the latest audiovisual equipment including downlink satellite teleconferencing.

LIST OF FACILITIES AND FEES (2014)

INB Performing Arts Center: 2,700 seat proscenium theater, which is used for anything from meetings to Broadway shows makes it a perfect backdrop for filming. Seating is arranged on three levels with ample lobby space and sweeping stairways. A 7,000 sq. ft. Music Room is located on the lower level. An outdoor balcony overlooks the Spokane River and Riverfront Park.

Fees: Call for rates

Rent includes: In-house stage lighting equipment, in-house sound equipment, dressing rooms and backstage facilities, loading dock facilities, three lycian spotlights, available storage space, all lobby areas, cleaning of all public areas, heat, light, and air conditioning.

Rent **does not** include: Personnel such as stagehands, ushers, ticket takers, public liability, fire and damage insurance, drayage, parking, security personnel, ticket selling.

Spokane Convention Center: 465,000 square feet of flexible space that includes a 102,000 sq. ft Exhibit Hall, three ballrooms ranging in size from 12,000 to 26,000 sq. ft. and 32 flexible meeting rooms ranging from 550 to 6,000 sq. ft. Unique spaces includes a 270 seat fully equipped theatre, along with spacious lobbies and outdoor event areas. Window walls along the north side of the building face the Spokane River providing stunning view points.

Rental includes: Office Space if available; sound reinforcement system; loading dock and freight elevator; daily floor cleaning in common areas; major divider wall set up.

Fees: Call for rates.

Spokane Veterans Memorial Arena: The Spokane Arena is home of the WHL's Spokane Chief's Hockey Club and the AFL's Spokane Shock. A state-of-the-art facility, the Spokane Arena is an ideal venue for traditional events such as concerts, family shows, sporting events, ice shows, and tradeshows and is well suited for more unique uses such as a film and video shooting location and rehearsal space.

CONTACT: Matt Gibson, General Manager 509.279.7101
Spokane Public Facilities District
720 W Mallon Avenue
Spokane WA 99201
509.270.7000
509.279.7060 FAX
Website: www.spokanearena.com

The Spokane Arena offers a broad range of production capabilities:

- Seating capacity to 12,500
- 32,000 sq. ft. of open floor area
- Two acres of secured parking
- The ability to unload eight semi-trucks simultaneously
- Six team rooms, Three Star Dressing Rooms and other back of house spaces
- Complete in-house video, sound, lighting, and staging equipment
- Complete kitchen facilities

Appendix

(Sample)

Short Term Filming Notification

WE'RE GOING TO BE FILMING IN YOUR NEIGHBORHOOD!

WHO: ABC Productions
WHAT: Television Commercial
WHERE: 808 West Spokane Falls Blvd.
DATE(s): MM/DD/YYYY
TIME(s): _____ PM to _____ PM

DESCRIPTION OF ACTIVITY:

Woman and man pull up in car in front of home. Band comes marching down the street.

OUR ACTIVITIES SHALL AFFECT THE NEIGHBORHOOD:

We are asking residents to please not park on the street during the time of shooting. Barricades shall indicate the hours of restricted parking. If this shall pose a serious problem for you, please call our office as soon as you receive this notice. We understand this is an inconvenience for you and appreciate your cooperation. Police shall hold traffic intermittently for one to three minutes for some shots.

We are working through Film Office Staff, 509-625-6300, to get permits, off-duty police and all the assistance needed to make our job go quickly and smoothly.

If you have further questions, you can reach me at (area code) phone number.

Thank you for your patience,

Location Manager name

Notification of Extended Hour of Long-term Filming

Dear Resident:

We are planning to film portions of a television commercial at:

The residence of John and Mary Smith
808 West Spokane Falls Blvd.

The proposed filming date is Friday, July ____, 201____, from approximately 7:00 am to 12:00 Midnight.

[Describe here how the neighborhood shall be affected]

We have applied for the necessary City permits and maintain all legally required liability insurance. If a permit is granted, it shall be available at the location. We agree to abide by all City filming guidelines and rules and any specific guidelines applicable to your neighborhood. We shall make every effort not to disturb you and shall arrive and vacate your neighborhood at the agreed-upon time. We appreciate your hospitality and cooperation while filming on your street and in your neighborhood.

New Film Production Corporation
Double Street Hotel, Suite 105, Spokane WA
(area code) phone number
Mary Brown, Location Manager
(Please include other contact numbers required)

Filming activity in residential areas are normally permitted between the hours of 7AM and 10PM. When filming is planned before or after these hours or to film at one location for more than a few days, the City Film Office requires the production company to survey the neighborhood. This survey shall be used to assist the Film Office in evaluating the potential disturbance to your neighborhood. If you have any concerns about this production or the permitting process, please call Film Office Staff at 509-625-6300.

(Retain upper portion for your records)

----- Cut here -----

I DO NOT OBJECT to the filming request	I OBJECT to the filming request
Name: _____	Name: _____
Address: _____	Address: _____
City, State Zip: _____	City, State Zip: _____
Telephone: _____	Telephone: _____
Signature: _____	Signature: _____

**BARRICADE VERIFICATION FORM
(NOTIFICATION OF TEMPORARY NO PARKING ZONE)**

FAX NUMBER 509-232-8831

STREET ADDRESS (only one per sheet): _____

NUMBER OF SIGNS _____ ON _____ SIDE OF STREET

NUMBER OF SIGNS _____ ON _____ SIDE OF STREET

START DATE _____ END DATE _____

START DATE _____ END DATE _____

COMPANY OR AGENCY PROVIDING VERIFICATION: _____

COMPLETE MAILING ADDRESS: _____

PRINTED NAME OF PERSON VERIFYING: _____

PHONE NUMBER: _____ EMAIL: _____

FAX NUMBER: _____

DATE VERIFIED: _____ TIME VERIFIED: _____

SIGNATURE OF PERSON VERIFYING SIGNS: _____

Signs must be verified 24 hours or more **before** any enforcement action can be taken.

Notes: _____

SAVE FAXED FORM FOR PROOF OF VERIFICATION AND KEEP ON SET.

FOR QUESTIONS PLEASE CALL: 509-232-8800 OR 509-232-8813

(Please type or print legibly. Incomplete or unreadable forms will not be accepted.)