



CITY OF ASHLAND, OREGON

Film and Media Guidelines

Revision Date: January 2021

Film and Media Guidelines

Overview

Thank you for choosing to film in Ashland. Production companies are encouraged to contact Film Southern Oregon Film (filmsouthernoregon.org) during production planning and prior to filming and applying for City of Ashland approvals. Generally, downtown Ashland is not available for filming on Halloween, the day after Thanksgiving (Festival Lights), July 4, or any day on which a conflicting event has previously been scheduled.

Mandatory Requirements

All film makers are responsible for the safety of film participants, spectators, and the general public throughout the duration of the film production.

All film makers are responsible for minimizing inconvenience and disruption to citizens, businesses, and city services.

All film makers are financially responsible for the liability risk to the City, to the general public, and to public property.

All film makers with film activities that require street closures or obstructions, sidewalk closures or obstructions, dedicated parking or the use of City property or facilities must secure a film permit. See **Film Permit Application** on page 6.

All film makers must comply with all City ordinances and policies (including Parks and Recreation Department film policies) and are subject to citations and fines if film activities are out of compliance. If you are unsure, please feel free to call (541) 488-5587 to discuss your proposed film activities prior to filming.

Filming Requirements and Expectations

All filming activities whether permitted or not permitted, must be conducted in full compliance with Ashland Municipal Code specifically including; Chapter 9, (Health and Sanitation), Chapter 10 (Public Peace, Morals and Safety), Chapter 11 (Vehicles and Traffic), Chapter 15 (Buildings and Construction), Chapter 18 (Land Use).

1. Before any filming on property not owned or controlled by the City takes place the consent or permission of the person who owns or controls the property is required.
2. The film activity must not threaten or cause damage to public property.
3. Cleanup: Any filming on City-owned property must be conducted in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used must be clean of trash and debris within four (4) hours after completion of filming at the scene and restored before conclusion of filming-related activities on the site. If the site is not cleaned, repaired, and restored to the City's satisfaction, the City Manager will have the necessary work performed and charge the cost of the necessary work to the film maker.
4. The filming must not interfere with normal governmental or City operations.
5. The filming must not result in an increased fire hazard and all property safety precautions must be taken.
6. The filming must not interfere with pedestrian or vehicular traffic with the exception of those activities approved by a City of Ashland film permit.
7. As a courtesy to neighboring businesses and households, film makers must notify neighbors within two hundred (200) feet radius of the film locations of filming activities at least seventy-two (72) hours prior to the first day of filming at that location.

8. Film activities cannot block or pose tripping hazards for pedestrian access on sidewalks, pathways, park land, etc.
9. Film activities cannot block parking spaces for longer than the stated limit or block vehicular or cycle traffic in streets or bike lanes.

**Important to Know
Film Permit Application**

Please read the following prior to completing the permit application.

Required Film Permit

A film permit is required for film activities that require street closures or obstructions, sidewalk closures or obstructions; exclusive parking for longer than 24 hours or longer than posted time limits; or exclusive use of City-owned facilities or City-owned property including City parks.

Application and Deadline

The completed film application must be submitted a minimum of ten (10) days in advance of filming. Applications submitted less than ten (10) days in advance are subject to a rush fee. See permit fees.

Meeting with City Staff

The City of Ashland recognizes that each film activity is unique and a “one size fits all” approach is not realistic or practical. For that reason, once the film permit has been submitted, City staff will meet to review the proposed film activities and the locations and then work with the applicant to address the specific details, the applicable permits, and fees.

Permit Fees

The permit fee is calculated based on the greater number of cast and crew involved in the production, the number of production related vehicles, the number of days for production, whether the production will include film activities in the downtown core and when the permit application was submitted.

Total cast and crew	Total production related vehicles	Number of production days in Ashland	Rush Fee (if submitted less than 10 working days in advance)	Discounted Fee (if submitted more than 10 working days in advance)	Downtown Core Premium
1-10	1-2	1-3	\$50	\$25	N/A
11-24	3-4	4-5	\$130	\$75	\$100
25 or more	5 or more	5 or more	\$250	\$150	\$250

For example:

If the film activity has a total of nine people filming for four days in the downtown core with three vehicles and submits the application more than 10 days in advance, the total film permit fee would be \$175 (\$75 plus \$100 downtown core premium).

In addition to the film permit fees listed above, there are additional fees for obstructing or closing a sidewalk, obstructing or closing a street, dedicated parking spaces, use of city-owned property or facilities and city personnel. Those fees and explanations are listed below.

Sidewalk Closure (per block per day)	Dedicated Parking Space (per day)	Street Closure (per block per day)	Use of Public Property	Required City Personnel (to be determined by City)
\$16 (less than 2 hours)	\$16 (less than 2 hours)	\$200	TBD (depends on the location and/or facility)	Actual Cost
\$65 (more than 2 hours)	\$65 (more than 2 hours)			

Sidewalk Closure

Sidewalks may be obstructed or closed for a maximum of 15 minutes at a time and then must be opened for five minutes to allow pedestrian access. The applicant is responsible for hiring the necessary staff to manage sidewalk closures.

Dedicated Parking

The applicant is required to post City-approved notifications at the reserved parking spaces 24 hours in advance.

Street Closure

Streets may be obstructed or closed but must allow access for emergency vehicles. The City Traffic Engineer will determine appropriate detours and closures for the proposed film activity. The applicant will be responsible for engaging a traffic management company to develop and implement a traffic management plan pending City approval.

Use of Public Property and/or Facilities

The use of public property and/or facilities is based on location and/or previously scheduled activities.

City Personnel

The film applicant must pay the actual costs of City personnel that the City has determined to be necessary to ensure the safety of film participants, spectators and the general public.

Additional Permit Requirements

Insurance and Indemnification

1. Proof of liability insurance in the amount of at least two million dollars (\$2,000,000) must be provided at the time the permit is submitted and must name the City of Ashland and its officers and employees as additional insured. Liability insurance protects the City against claims for personal injury or property damage that could occur because of production activities. Refer to page 12 for an example of the Certificate of Insurance.
2. The film permit applicant must sign a City-provided indemnification agreement holding the City and its officers, employees, and agents harmless from all liabilities, obligations, and claims arising out of the applicant’s production activities.
3. The Oregon Department of Transportation (ODOT) requires a Certificate of Insurance if the filming occurs on ODOT right-of-way.
4. All applicants and or persons, businesses and companies working under contract must conform to all applicable Federal and State requirements for Worker’s Compensation Insurance for all persons operating under the permit.

Business License

A business license is required to film in Ashland. A temporary business license is \$25.00 and is valid for 30 days. In addition to the business license for the film production company, all subcontractors must also have a business license, including security companies, caterers, etc.

Notifications to Businesses and Residents

The film applicant is required to notify businesses and residents of film activity a minimum of seventy-two (72) hours in advance of filming.

1. City provided notification forms to businesses must be hand delivered directly to the store owner/manager/employee and may not be posted on the door or window of the business.
2. City provided notification forms to residents may be left at the front door of the property but not in the mailbox of the residence.

Food and Beverage Tax

Cater must pay the City Food and Beverage Tax.

Toilets

Arrangements must be made for toilets to accommodate the film crew. If portable toilets are used, their placement must comply with all local requirements.

Clean Up

The location(s) of the production activities must be cleaned and restored to pre-filming condition.

Miscellaneous Regulations

The following table outlines other regulations that may apply to film production activities. These activities will be addressed during the required meeting with City staff.

Questions	Contact	Phone	Possible Permit
Will film activities occur in a city park?	Parks and Recreation	541-488-5340	Park Permit
Will a public address system, bullhorn, or amplified music be used?	Public Works	541-488-5587	Noise Permit
Does filming involve the Plaza?			Plaza Permit
Will gun play be involved?			
Will filming interfere with a bus route or schedule?	RVTD, Field Operation Coordinator	541-482-2770	Applicant must notify RVTD and secure an ODOT permit.
Will food be served (open flame, propane tank, etc.)? Will filming include tents, canopies, booths, cooking, pyrotechnics?	Ashland Fire and Rescue	541-482-2770	Fire Permit
Will filming occur on Highway 99 (e.g. North Main, East Main, Lithia Way, Siskiyou Blvd.) or on Highway 66 (e.g. Ashland Street)?	Oregon Department of Transportation	541-774-6328 541-774-6360	ODOT

Permit Application

Included in this packet is the film permit application, business registration application, indemnity agreement, notification form for businesses and residents, no parking notification, copy of Ashland Municipal Code chapter 16.6 regarding Film Production and a copy of Resolution 2015-05 setting fees.

FILM AND MEDIA PRODUCTION PERMIT

Section 1 – General Information			
Production Name			
Proposed Filming Date(s)		Number of Locations	
Production Company			
Permanent Company Address			
Local Production Address			
Producer		Phone	
		E-Mail	
Production Manager		Phone	
		E-Mail	
Location Manager		Phone	
		E-Mail	
Asst. Location Manager		Phone	
		E-Mail	
Section 2 – Production Information			
Production Type:			
<input type="checkbox"/> Feature Film <input type="checkbox"/> Documentary <input type="checkbox"/> TV-Series/Program <input type="checkbox"/> Reality TV <input type="checkbox"/> TV Movie <input type="checkbox"/> Commercial <input type="checkbox"/> PSA <input type="checkbox"/> Student Project <input type="checkbox"/> Corporate <input type="checkbox"/> Educational			
Brief Description of project			
Location List. Submit Location Detail/Map for each location (additional locations may be submitted separately).			
1.			
Prep Date(s)	Film Date(s)	Strike Date(s)	
2.			
Prep Date(s)	Film Date(s)	Strike Date(s)	
3.			
Prep Date(s)	Film Date(s)	Strike Date(s)	
4.			
Prep Date(s)	Film Date(s)	Strike Date(s)	
Section 3 – Signatures			
PERMIT WILL NOT BE ISSUED UNTIL ALL RELATED CITY PERMITS AND APPROVALS ARE RECEIVED. I hereby certify that I am aware of and agree to comply with the rules and regulations provided for in the Film Production Ordinance (AMC 16.6), and that the above information is correct and complete to the best of my knowledge. I understand that additional permits, licenses, fees, and insurance may be required for this activity.			
_____ Printed Name and Signature of Authorized Representative			_____ Date
Film Permit Fee	Date Paid	City Manager Approval	Date

ADDITIONAL BUSINESS INFORMATION	
Detailed description of Business Activity	
<i>Business Activity</i> is defined as conducting any occupation, calling, trade, profession, rental activity, or other transactional activities, including rental of two (2) or more dwelling units and rental of any transient lodgings, with the intent of receiving payment or other valuable consideration.	
<i>Dwelling Unit</i> is defined as one or more rooms designed for occupancy by one (1) family and not having more than one (1) kitchen or cooking facility.	
<i>Kitchen</i> is defined as an area, any part of which is designed, built, used or intended to be used for food preparation and cooking or which contains a sink along with a refrigerator and a range, stove, or microwave.	
List number of <i>Dwelling Units</i> :	
Federal Tax ID/SSN	Number of individuals working in Ashland
Oregon Secretary of State Registry No.	Building Square Footage
Is this a home business located within the city limits? Yes/No If Yes, please complete Home Occupation Permit Application	
Does this building have fire sprinklers? Yes/No	
Is this business planning to discharge industrial wastewater into the City's wastewater system? Yes/No If Yes, you may need an Industrial Wastewater Discharge Permit. (Pick up an application at City Hall or contact the Wastewater Department at (541) 552-2335. After the application is reviewed, you will be notified if a permit is required or not. There is no fee required with this process.	
BUSINESS REGISTRATION FEE SCHEDULE	
Upon initial approval, the subsequent fiscal years will be billed unless the City is notified in writing of cancelation of registration. There will not be a partial refund for businesses that cease operation within the fiscal year.	
Registrant shall pay a prorated fee of \$10 for each month, or portion of a month, remaining in the fiscal year <i>from the date of the application</i> , with a minimum fee of \$25	Prorated amount plus \$5 for each additional employee after the first two.
Late Application Fee (Expedited Process)	\$25.00
Temporary Business Registration Application Fee	\$25.00
Renewal Fee	\$75 for first 2 employees* plus \$10 for each additional employee
Late Renewal Fee (paid 30 days after the due date)	10% with a minimum of \$25.00
Rental Property Fees	Same as above for activity including two or more properties
*Pursuant to AMC 6.04.020.E an employee is an individual who performs service for another individual or organization. The number of employees reported shall be the number of employees as of the date the new application or renewal will become effective if approved. It does not matter whether an individual is a full, part-time, or temporary employee for business license purposes.	
SIGNATURE	
I hereby certify the contents of this application to be correct to the best of my knowledge, and furthermore, that I have read, understood and agreed that the responsibility for complying with all applicable federal, state, or local laws, ordinances, or regulations rests solely with the applicant.	
Applicants signature _____	Title _____
Print name _____	Today's date _____

Please submit the completed registration to the City of Ashland at 20 E. Main St, Ashland, OR 97520, or fax to (541) 552-2059. For questions, please call (541) 488-6004.

INDEMNITY AGREEMENT

The undersigned, in exchange for being permitted to use the streets and public places of the City of Ashland for commercial purpose, and for the issuance of a license for such purposes, does hereby indemnify and agree to hold harmless the City of Ashland, its Officers, Agents and Employees against any and all loss, damage, costs and expenses, including but not limited to, attorney's fees and court costs that they may incur in litigation resulting from the activities of the undersigned, and the undersigned agrees to pay and discharge forthwith and on demand each and every debt, obligation or claim which may validly be asserted against the City of Ashland, its Agents, Officers and Employees.

Dated this _____ day of _____, 20 _____.

Signature

Printed Name

Production Company Name

FILMING IN YOUR NEIGHBORHOOD

Who: Good Neighbor Productions
What: Movie
Where: 51 Winburn Way
Date(s): From May 31 to June 1, 2014
Expected Time(s): May 31: 9:30 am – 5:00 pm
June 1: 1:00 pm – 8:00 pm

Description of our activities and how they will affect your neighborhood:

Production crew, actors, vehicles and equipment will be in and around the location. One scene will involve a police officer arresting an extra. Another scene will involve a group of teens walking down the sidewalk.

Parking (barricades will be placed indicating spaces and the hours of restricted parking) Will be restricted on the following dates and times in the following locations:

- From May 31 at 6:30 am to June 2 and 4:00 am on:
 - Both sides of Winburn Way between the Plaza and Nutley Street
 - The South side of Granite Street between High Street and Nutley Street

Traffic

City staff will intermittently hold traffic on Winburn Way for 3-5 minutes for some shots

Noise

You may be asked to restrict noise during the times audio is being recorded during takes

We very much appreciate your hospitality in sharing your neighborhood with us, and will do our best to minimize any disruption or inconvenience to you. Your cooperation will contribute to the success of this location shoot, which supports local businesses and employment.

We are working with the Administration Department of the City of Ashland to obtain permits and other necessary assistance. The City of Ashland greatly values the significant investment, local job creation, and economic return the film industry provides to the people and local businesses of Ashland.

If you have questions or particular concerns such as scheduled deliveries, construction or accessibility needs, please call us as soon as you receive this notice at the numbers listed below and we will make every effort to find a reasonable solution.

Thank you very much

Joe Smith, Locations Manager
Cell Phone: 541-555-5555
Office: 541-888-8888

If you have questions or concerns after speaking with us, you may contact the Public Works Department at 541-488-5587.

NO PARKING SIGNS

Please note: All no parking signs must include, at a minimum, the following information. All signs will be posted using zip ties when attaching to City street name, light, or sign poles. Orange traffic cones with notification attached may be used in locations where there are no poles. Signs may NOT be affixed using tape, glue or any other potentially damaging materials. Signs must be posted at least 24 hours in advance of any closures.

NO PARKING
between signs from
_____ am/pm until
_____ am/pm on
_____, 20__.

***Vehicles parked during this time are subject to towing. Towed vehicles may be retrieved by calling [name and phone number of towing company or production representative handling parking issues].**

Sample Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/12/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Agent Name Address www.bbnw.com	CONTACT NAME: PHONE (A/C, No. Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ INSURER(S) AFFORDING COVERAGE INSURER A: Insurance Company Name INSURER B: Insurance Company Name INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Your Company Name Address City OR Zip	MAIC #

COVERAGES **CERTIFICATE NUMBER:** 48128859 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADOL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	✓		Policy #	7/1/2019	7/1/2020	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMPOP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY	✓		Policy #	7/1/2019	7/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Policy #	7/1/2019	7/1/2020	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	Policy #	4/1/2019	4/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Add project description, contract #. The City of Ashland, its elected officials, officers & employees are included as additional insureds. Coverage is primary and non-contributory.

(Umbrella coverage is optional to bring liability limit up to \$2 million)

CERTIFICATE HOLDER City of Ashland 20 East Main Street Ashland OR 97520	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <p style="text-align: center;">Agent signature</p>
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POLICY NUMBER: Policy #

COMMERCIAL GENERAL LIABILITY
ISSUE DATE: 4/12/2019

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s):

City of Ashland
20 East Main Street
Ashland OR 97520

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

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COMMERCIAL AUTO

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

The following is added to Paragraph c. in A.1., **Who Is An Insured**, of SECTION II – COVERED AUTOS LIABILITY COVERAGE in the BUSINESS AUTO COVERAGE FORM and Paragraph e. in A.1., **Who Is An Insured**, of SECTION II – COVERED AUTOS LIABILITY COVERAGE in the MOTOR CARRIER COVERAGE FORM, whichever Coverage Form is part of your policy:

This includes any person or organization who you are required under a written contract or agreement

between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".