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RESOLUTION NO. 2013 - 18

A RESOLUTION OF THE MAYOR AND CITY COMMISSION  
OF THE CITY OF HALLANDALE BEACH, FLORIDA  
ADOPTING "FILMING GUIDELINES" AND "FILMING CODE  
OF CONDUCT FOR CAST AND CREW MEMBERS" IN  
COMPLIANCE WITH CHAPTER 15 OF THE CODE OF  
ORDINANCES OF THE CITY OF HALLANDALE BEACH;  
AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the City Commission has determined that it is in the best interest of the residents of the City to create Chapter 15 of the City's Code of Ordinances to regulate filming production within the City; and

**WHEREAS**, the regulation of film production within the City of Hallandale Beach promotes the general welfare of the residential and commercial property owners within the City and ensures such activities do not negatively impact the peaceful enjoyment of residential and commercial property owners; and

**WHEREAS**, pursuant to the directive of the Mayor and City Commission, staff has developed Filming Guidelines, a Filming Code of Conduct for Cast and Crew Members as attached in Exhibits "A" and "B," respectively, as may be amended from time to time and a permitting process for the regulation of film productions within the City; and

**WHEREAS**, the Filming Guidelines and Filming Code of Conduct for Cast and Crew Members, as may be amended from time to time shall apply to all filming locations within the City of Hallandale Beach.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA:**

**SECTION 1:** The Mayor and City Commission hereby adopt the "City of Hallandale Beach Filming Guidelines" and "City of Hallandale Beach Filming Code of Conduct for Cast and Crew Members" as attached in Exhibits "A" and "B," respectively, and as may be amended from time to

30 time. The City Manager is authorized to modify and/or adjust the Filming Guidelines and Code of  
31 Conduct for Cast and Crew Members as necessary to effectuate enforcement.

32 **SECTION 2: Effective Date.** This Resolution shall take effect immediately upon its  
33 passage and adoption.

34 PASSED, ADOPTED AND APPROVED this 6<sup>th</sup> day of February, 2013.

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JOY F. COOPER  
MAYOR

ATTEST:

  
\_\_\_\_\_  
SHEENA JAMES  
CITY CLERK

Approved as to legal sufficiency and form

  
\_\_\_\_\_  
V. LYNN WHITFIELD  
CITY ATTORNEY

VOTE  
AYE/NAY

Mayor Cooper	<input checked="" type="checkbox"/>
Vice Mayor Lewy	<input checked="" type="checkbox"/>
Comm. Julian	<input checked="" type="checkbox"/>
Comm. Lazarow	<input checked="" type="checkbox"/>
Comm. Sanders	<input checked="" type="checkbox"/>

## Exhibit A

### City of Hallandale Beach Filming Guidelines

1. **Applicability:** The following guidelines shall apply to all location filming which takes place in the City of Hallandale Beach, with the exception of newscast and filming activities conducted by or for the city or students.
2. **Permit Issuance:** Permits for location filming will be coordinated through and issued by the City Manager's Office, or designee.
3. **Timelines for Submission of Application:** The City Manager, or designee, will be advised of all location filming requiring a permit not less than fifteen (15) business days in advance of filming. This does not apply to previously permitted locations where rescheduling is necessary. However, if an alternate shoot date is required and it is not on the permit or is a date other than what is on the permit, a subsequent letter of notification as described in item four below is required, but the application period is waived.
4. **Notification:**
  - a. **Community:** Using the form provided by the City Manager, or designee, all affected property owners/residents must be given notice by the Production Company/Entity at least seven (7) prior to the start of the shoot. Filming in residential areas for a period of seven (7) consecutive days or longer may be approved by the City Manager on a case-by-case basis.

Affected property owners/residents shall mean those property owners/residents residing within those properties as listed in the most current edition of the county tax rolls:

    - i) **Interior Shooting:**
      - a. Properties immediately abutting the subject property and properties immediately across a public right-of-way
    - ii) **Exterior Shooting:**
      - a. Properties within 500 feet
    - iii) **Filming Requiring Street Closures:**
      - a. All properties on affected roadway
5. **Restrictions on Hours/Days for Filming:** Except as herein provided, the hours of filming shall be limited to the hours of 7:00 a.m. to 11:00 p.m. on weekdays and 9:00 a.m. to 11:00 p.m. on Saturdays, Sundays and legal holidays. Filming hour extension requests may be considered by the City Manager on a case-by-case basis.
6. **Limitations on Filming Locations:**

Total # of Persons	Max. Days per Permit	Off-Duty Police
<b>Still Photography</b>		
1-12	N/A	N/A
<b>All Other</b>		
1-15	3	No
16-30	3	No
31-60	4	Yes
>60	4	Yes
<b>Vacant Lots Only</b>		
N/A	4	No

Any exception to the above requires the approval of the City Manager, or designee.

7. **Permit Fee:** The applicant is encouraged to either offer a donation to a local not-for-profit organization, of which evidence shall be provided with the permit application, or sign an affidavit that the City will be credited in the production notes.
8. **Consideration to Residents/Occupants/Businesses:** These persons should be free from any negative environmental conditions resulting from filming, including but not limited to, spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection specifically:
  - a. **Lighting:** Lighting for filming should not interfere with the safe movement of traffic and should be oriented away from neighboring residences unless affected property owners/residents have been contacted and do not express any objection.
  - b. **Noise and Nuisance Abatement:** The production company must comply with the provisions of Chapter 9 of the City of Hallandale Beach Code of Ordinances.
  - c. **Equipment:** A site plan shall be submitted showing the location of major equipment such as large lights and generators.
9. **Disruption to Residents/Occupants/Businesses:** It is the production company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses, and City employees where filming occurs. This includes ensuring that residents, owners, and customers have access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties. The production company is under no obligation to provide compensation for disruption unless it voluntarily agrees to do so with residents/occupants/businesses or otherwise has a legal obligation to do so.
10. **Production Vehicles:** All vehicles carrying equipment involved in the production, and cast and crew vehicles will be issued a location filming vehicle permission card which must be displayed on their dashboards. It is the responsibility of the production company to determine in advance, the number of production vehicles requiring such permits. All vehicles must be parked on the property or in a remote location. A parking plan must be approved in advance by the City Manager, or designee. Any damage to public swale areas by production vehicles

shall be restored at the expense of the production company.

11. **Traffic:**

- a. No interference with pedestrian or vehicular traffic is to occur unless otherwise noted on the permit. Every measure is to be taken to ensure that access, either vehicular or pedestrian, by persons with disabilities is not impaired.
- b. Production vehicles, and those of cast and crew, must comply with appropriate traffic regulations unless stated otherwise on the permit.
- c. All moving vehicles must comply with regulations governing traffic in or upon municipal property unless otherwise noted on the permit.
- d. Except where a road is closed for filming, and moving vehicles are involved, the production company shall adhere to the posted speed limits and to lawful conditions unless directed otherwise by an off-duty police officer.

12. **Parking and/or Standing:**

- a. Production vehicles must not block fire hydrants or be parked in fire lanes or within 30 feet of an intersecting street or impede any emergency response vehicles and must also adhere to any other requirements specified on the permit.
- b. Production vehicles cannot block driveways or other access ramps without the approval of the affected property owner.
- c. It is up to the film company to make alternate parking arrangements for residents whose vehicles may be displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking shall not be permitted.
- d. Production vehicles must not block parking lot access/egress ramps and accessible parking for persons with disabilities.

13. **Traffic Stoppages:** Intermittent traffic stoppages to a maximum of three (3) minutes, unless stated otherwise, shall be under the supervision of an off-duty police officer. It is the production company's responsibility to arrange for the Engineering and Public Works Department to cover, alter, remove and/or reinstall traffic or street signs as may be necessary.

14. **Filming Involving Pyrotechnic or other large scale Special Effects:** In any zoning district or public right-of-way, filming involving pyrotechnic or major special effects shall only be allowed upon the issuance of required permits by the City of Hallandale Beach Fire Department.

15. **Clean-Up:** Production crews must clean the location at the end of the day with a minimum amount of noise and disruption consistent with the provisions of Chapter 9 of the City of Hallandale Beach Code of Ordinances and ensure that the area is returned to its original condition, unless otherwise approved by the City Manager, or designee, and noted on the permit. Materials and debris are not to be washed into stormwater catch basins.

16. **Conduct:** It is the responsibility of the production company to ensure that their staff operate in a safe and professional manner in the course of their duties and adhere to the Filming Code of Conduct for Cast and Crew. Each member of the cast and crew shall be given a copy of the Code of Conduct.
17. **Insurance:** All production companies filming in the City of Hallandale Beach shall submit a valid insurance certificate to the Risk Manager prior to permit issuance. A certificate of comprehensive general liability insurance in the amount of \$1 million per occurrence or such higher limits as the City of Hallandale Beach reasonably requires depending on the nature of filming and all such policies shall add the City of Hallandale Beach as an additional insured and shall contain an indemnification clause and shall not call into contribution any other insurance available to the City of Hallandale Beach. In addition, such policies may not be cancelled or amended, during the dates of filming or permit, without the prior written consent of the Risk Manager.
18. **Expenses:** The production company is responsible for all out-of-pocket expenses related to the use of City roads, properties, parks, public safety personnel or equipment and shall be given an estimate of these costs prior to permitting. Once filming begins or is about to begin, if there are any changes to these arrangements, the City of Hallandale Beach is to be notified immediately. Whenever expenses are anticipated, the production company will be required to post a cash bond, to the satisfaction of the Finance Director, to cover these costs or in the alternative, make advance payment. The City Manager, or designee, may require the services of such off-duty public safety personnel to protect the public health, safety and welfare of the community.
19. **Permits:** The applicant shall be responsible for securing all necessary permits based on the nature of the filming.
20. **Security Deposit:** Where deemed necessary by the City Manager, or designee, a certified security deposit shall be required prior to the issuance of a film permit. This deposit shall not be returned until all invoices, charges, and claims have been cleared.
21. **Safety:** Interior safety signs in buildings must not be covered, (e.g. fire exit signs) unless expressly agreed to by the property manager/owner.
22. **Restrictions:** The City Manager, or designee, reserves the right to refuse to issue a permit to a production company or individual who has failed in the past to adhere to these guidelines.

## Exhibit B

### City of Hallandale Beach Filming Code of Conduct for Cast and Crew

Film and television productions are all guests in residential and commercial areas and shall treat all locations and the members of the public with courtesy. It is the responsibility of each producer/production company to ensure that cast and crew comply with this Code of Conduct. Please observe the following and act accordingly.

The Code of Conduct shall be distributed to every cast and crew member by the producer/production company.

1. Filming and all related activities can only take place between 7:00 a.m. to 11:00 p.m. on weekdays and 9:00 a.m. to 11:00 p.m. on Saturdays, Sundays and legal holidays, or as may be approved by the Filming Permit.
2. Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time stipulated on the permit. Production vehicles shall park one-by-one, turning off engines as soon as possible. Cast and crew vehicles which are not covered by the location filming permit shall observe designated parking areas noted by location managers. This shall appear on the site plan.
3. Moving or towing of any vehicle is prohibited without the express permission of the owner of the vehicle.
4. Production vehicles shall not block or park in driveways without the express permission of the driveway owner.
5. Pedestrian traffic shall not be obstructed at any time. All cables and similar items must be channeled.
6. Cast and crew shall not trespass on residential or commercial property. They must remain within the boundaries of the property that has been permitted for filming.
7. Cast and crew meals shall be confined to the area designated in the location 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. All napkins, plates and cups used in the course of the work day shall be disposed of in the proper receptacles. All catering, crafts service, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition.
8. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers.
9. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the property owner and the City, as required by the Zoning and Land Development Code.
10. Film crew shall not remove street or traffic signs unless otherwise permitted by the Department of Engineering and Public Works.

11. Every member of the cast and crew shall keep noise levels as low as possible at all times. Cast and crew will refrain from the use of lewd or improper language.
12. Every member of the crew shall wear a production pass (badge) when required by the location.
13. The cast and crew shall not bring guests or pets to the location unless expressly authorized in advance by the production company.