



**CITY OF BEVERLY HILLS  
COMMUNITY SERVICES DEPARTMENT  
GREYSTONE PARK AND MANSION**

**FILM & PHOTOGRAPHY APPLICATION**

**PRODUCTION COMPANY:** \_\_\_\_\_

**PRODUCTION NAME:** \_\_\_\_\_

**LOCATION MANAGER:** \_\_\_\_\_

**CONTACT PHONE #:** \_\_\_\_\_

Filming Office Greystone Park and Mansion, 905 Loma Vista Dr., Beverly Hills CA 90210

Phone 310-285-6835 Fax 310-858-9238 [www.beverlyhills.org](http://www.beverlyhills.org)

# Application Information

Production Company \_\_\_\_\_  
Tax ID # or SSN \_\_\_\_\_ Circle One: Incorporated Partnership Sole Proprietorship  
Project Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ E-Mail \_\_\_\_\_ -Fax \_\_\_\_\_  
Location Manager \_\_\_\_\_ Assistant \_\_\_\_\_  
Phone \_\_\_\_\_ Mobile \_\_\_\_\_  
Feature Film ( ) Television ( ) Commercial ( ) Still Photo ( ) Crew Parking ( ) Other ( )  
Number of: Cast \_\_\_\_\_ Crew \_\_\_\_\_ Extras \_\_\_\_\_ Animals \_\_\_\_\_

## REQUESTED SCHEDULE

	From (Day/Date)	To (Day/Date)	Arrival Time	Departure Time	# of Cast & Crew
Prep					
Interior					
Exterior					
Interior & Exterior					
Strike					

## TRANSPORTATION INFORMATION

	Quantity	Gross Weight of Vehicle (under or over 3 tons)	Location (upper parking lot, NE cul-de-sac, NW cul- de-sac, lower service lot, West Driveway)
Equipment Trucks			
Vans/Golf Carts			
Scene Cars			
Trailers			
Generators			
Cast & Crew Cars			
Catering			

By signing below, applicant acknowledges receipt of Greystone Park and Mansion filming rules and regulation and agrees to all terms set forth in said application. This application is not a binding agreement until the City Representative agrees to the content and signs the document below. Applicant is responsible for conveying all pertinent information to production company personnel.

Acceptance of nonrefundable holding fee does not constitute a binding agreement of the permit application between the Production Company and the City of Beverly Hills. The production company understands the non refundable holding fee only guarantees the production that the days they request will be saved for their pending production. Once the application is signed by both the production company and the City's authorized agent, any changes of the dates requested or forfeiting of dates by the production, the holding fee will be retained by the City of Beverly Hills as a cancellation penalty.

I hereby certify that I am aware and agree to comply with the rules and regulations as provided for in Title 4 of the Beverly Hills Municipal code, and restrictions listed by department, pertaining to issuance of a permit. I understand that failure to comply may result in the immediate discontinuance of operations, revocation of the permit and/or police citation. I acknowledge that lack of timeliness and/or material changes to the event may result in permit denial or assessment of additional fees. I am the authorized permit organizer and/or official contact for all aspects concerning this permit.

Production Agent Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
City Agent Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# PERMIT FEES AND COSTS SUMMARY SHEET

Permit Fees Film/Video	Unit Cost	Times	Total
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Exterior	\$11,357.00/day	X____ day(s)	\$_____
Interior	\$12,561.00/day	X____ day(s)	\$_____
Interior and Exterior	\$18,277.00/day	X____ day(s)	\$_____
Prep. & Strike	\$5,668.00/day	X____ day(s)	\$_____

Permit Fees Still Photography	Unit Cost	Times	Total
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Exterior	\$2,442.00/day	X____ day(s)	\$_____
Interior	\$6,428.00/day	X____ day(s)	\$_____
Interior and Exterior	\$6,731.00/day	X____ day(s)	\$_____
Prep. & Strike	\$5,668.00/day	X____ day(s)	\$_____

Parking Only Fees	Unit Cost	Times	Total
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Personal Vehicles Only (under 40)	\$653.00/day	X____ day(s)	\$_____
Production Parking	\$2,236.00/day	X____ day(s)	\$_____
Long Term Parking (5 days or more, personal cars only)	\$7.00/car/day	X____ cars/week`	\$_____

Required Labor Costs	Unit Cost	Times	Total
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Park Ranger (18 hour minimum/day for film/video)	\$63.00/hour	X____ hours	\$_____
Fire (4 hour min.)	\$175.00/hour	X____ hours	\$_____
Police (4 hour min.)	\$125.00/hour	X____ hours	\$_____
City Conservator (no min.)	\$ TBD/hour	X____ hours	\$_____

Fees, Deposits and Insurance	Unit Cost	Times	Total
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Still Photography Surety Deposit (Exterior only)	\$500.00/shoot (cashier's check only)		\$_____
Still Photography Surety Deposit (Interior use)	\$25,000.00/shoot		\$_____
Film/Video Surety Deposit (Int. and/or Ext. use)	\$25,000.00/shoot		\$_____
Parking Surety Deposit	\$500.00 (cash or cashier's check only)		\$_____
Holding Fee Film/Video (Nonrefundable)	\$2,602.00/day (cashier's check only)		\$_____
Holding Fee Still Photography (Nonrefundable)	\$500.00/day (cashier's check only)		\$_____
B-Roll Fee for Still Photography/Film	\$703.00/day		\$_____
Business License Fee	\$329.00/calendar year		\$_____
Comprehensive General Liability Insurance	\$2,000,000/shoot		\$_____

## Check #1

Film Permit Fee	\$_____ +
Park Ranger Fee	\$_____ +
Fire/Police Fee	\$_____ +
Other Fees	\$_____ +

**Total For Check #1** \$\_\_\_\_\_

## Check #2

Business License \$329.00

## Check #3

Surety Deposit \$\_\_\_\_\_  
(cashier's check only)

**All Checks to be made payable to: *The City of Beverly Hills***

Following page explains all fees and costs.

# Costs and Fees Explained

## Permit Fees, Film/Video:

1. There are no hourly rates. The day can start as early as 8am with tail lights at 10pm.
2. For interior use, there can be no exterior shots on the same day, otherwise production pays for an ext./int. day.
3. A full day of prep and a full day of strike are required for interior use of mansion.
4. A full day of prep and a full day of strike are required for exterior use, unless an agreement has been obtained in writing from the City for an exception.

## Permit Fees, Still Photography:

1. There are no hourly rates. The day can start as early as 8am with tail lights at 10pm.
2. Per hour Ranger fees will be incurred when the photo production starts before park hours (10am) or stays after the park closes (5pm, 6pm during daylight savings). Park Ranger fees will be charged for the hours the production is on site for any production over 15 cast and crew or if the production is using lighting that requires cabling and/or a tow plant generator.
3. B-roll fees will be charged to any production that is filming the photo shoot. B-roll stipulations are spelled out in the permit application. The ranger on site will determine if the B-roll filming falls within the parameters of the permit application rules. The City reserves the right to stop any B-roll that it deems does not meet the criteria spelled out in the permit application.

## Parking Fees

1. The \$653.00 fee is for 40 vehicles or less, personal vehicles only, parked from 8am to 10pm. Ranger fees apply as stated.
2. The Production Parking fee is for up to 60 personal vehicles, limited production trucks & trailers and/or catering set-up. 8am to 10pm. Ranger fees apply as stated.
3. Long Term Parking space available to be determined by City Staff. Minimum 5 consecutive work days. Weekends not available (with possible exceptions). Hours 8am to 5pm.

## Required Labor Costs:

1. Police Officer is required (4 hour minimum) at the discretion of the Senior Park Ranger or Community Services Manager.
2. Fire Rep. is required (4 hour minimum) for all film/video productions or any still photo shoot using a tow plant generator or specific special effects.
3. Park Rangers required (18 hour minimum/day) for any film/video production prep/strike/film days or any still photo shoot with more than 15 cast and crew or lighting that requires cabling and/or a tow plant generator. An additional Park Ranger will be charged out to any production that is filming with any 2<sup>nd</sup> unit or split unit cameras.
4. Park Ranger fees will be charged per hour for still photo productions of less than 15 cast and crew and no generator or cabling, the hours before the park opens at 10am and after the park closes at 5pm (6pm during daylight savings)
5. The City Conservator will be brought in at the discretion of the City and at the cost of the production, if the City determines any aspect of the production's plans may adversely affect the historic integrity of the property. The City and production will confer before the Conservator's fee is set.
6. The City reserves the right to add any personnel at the expense of the production that it deems is necessary for the safety and/or protection of the Greystone property.

## Fees, Deposits and Insurance:

1. All still photo and crew parking surety deposits are required to be in the form of a cashier's check or cash.
2. All holding fees are required to be in the form of a cashier's check and are nonrefundable.
3. All holding fees are nonrefundable. The holding fee for film/video will be applied towards the film fees if the production films on the days they requested to hold. The holding fees for still photography can be used as the surety deposit if the production shoots on the requested day(s) that was held.
4. B-Roll fees have very specific rules per the permit application and are strictly enforced.
5. A comprehensive general liability insurance policy of \$2,000,000 is required of every production on site. The policy is required to name the City of Beverly Hills, its City Council and each member thereof and every officer and employee of the City as joint and several assureds.
6. Business license fee is required if the applicant is unable to provide proof of a current Beverly Hills business license with completed film permit application.

7. **Photo Shoot / Crew Parking Surety:** The Production Co. will issue cash or a cashier's check, made payable to the City of Beverly Hills, in the amount of \$500.00. The cash or check will be held until the end of the production. The cash/check will be returned to the Production Co. when the mansion and grounds are returned back to the condition they were in prior to the Production's start. Any area of the mansion or grounds not returned to their prior condition or any production related damages not restored or production related debris not picked up, the cashier's check will be cashed and cash deposited by the City and the cost of the restoration will be taken out of the \$500.00.
8. **Film/Video & Interior Photo Shoot Surety:** The Production Co. will issue a \$25,000 cashier's check made payable to the City of Beverly Hills. The check will be held uncashed by the City, until the end of the production. The check for \$25,000 will be returned to the Production Co. when the mansion and grounds are returned back to the condition they were in prior to the Production's start. Any part of the mansion or grounds not returned to their prior condition or any production related damages not restored, the City will use a portion or all of \$25,000 deposit to cover the cost of the restoration. Any rules and regulations not adhered to by the Production while on the Greystone property, namely but not limited to, parking violations, entering the property before the permitted time, exiting the property after the permitted time, unapproved filming or photography, unapproved special effects, etc. may cause the Production to forfeit a portion or all of the surety deposit, as a penalty, to the City of Beverly Hills.

Production Rep, Understands and Agrees\_\_\_\_\_

# CERTIFICATE OF INSURANCE

This is to certify that the following endorsement is part of the policy(ies) described below:

Name and Address of Insured (Applicant):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Companies Affording Coverage

A. \_\_\_\_\_  
B. \_\_\_\_\_  
C. \_\_\_\_\_

POLICY #	COMPANY A.B.C.	COVERAGE	EXPIRATION DATE	LIMIT B.I.	LIMIT P.D.	LIMIT AGGREGATE
		Automobile Liability				
		General Liability				
		Products/Completed				
		Operations				
		Blanket Contractual				
		Personal Injury				
		Other				
		Excess Liability				
		Worker Compensation				

It is hereby understood and agreed that the City of Beverly Hills, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following project:

\_\_\_\_\_

All operations of the named insured with respects to filming operations of motion pictures, television, videos, promotionals, still photography or internet photography/filming.

It is further agreed that the following indemnity agreement between the City of Beverly Hills and the named insured is covered under the policy: applicant agrees to indemnify, hold harmless and defend the City, its City Council and each member thereof and every office and employee of the City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against the City, its City Council and each member thereof and any officer or employee of the City which results directly or indirectly from the wrongful or negligent actions of applicant officers, employees, agents, independent contractors or others employed by applicant while engaged by applicant in the (performance of this agreement) and its production of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right on contribution with insurance which may be available to the City of Beverly Hills. In the event of cancellation or material change in the above coverage, the company will give 45 days' written notice of cancellation of material change to the certificate holder.

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance 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.

\_\_\_\_\_  
Print Name and Title of Authorized Insurance Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Agency Name and Address

\_\_\_\_\_  
Date

# FILMING USE OF GREYSTONE ROOMS AND AREAS

## (Including Dressing & Special Effects)

Please list your complete plans for the special effect or dressing of each room and area in Greystone Mansion and Park. List dates of use and specific detailed plans for use of each room. Use of rooms/ areas cannot be permitted unless this form is completed and an authorized City Agent has approved such use. Any MSDS (Material Safety Data Sheet) should be submitted to City Agent as soon as possible.

Name of Room/Area #1 \_\_\_\_\_ Date of use \_\_\_\_\_

Are you using any special effect? Yes ( ☐ ) No ( ☐ ) Will this room/area be dressed? Yes ( ☐ ) No ( ☐ )

Please describe use of room/area in detail, including special effect, dressing, or any other relevant information in detail.

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Name of Room/Area #2 \_\_\_\_\_ Date of use \_\_\_\_\_

Are you using any special effect? Yes ( ☐ ) No ( ☐ ) Will this room/area be dressed? Yes ( ☐ ) No ( ☐ )

Please describe use of room/area in detail, including special effect, dressing, or any other relevant information in detail.

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Name of Room/Area #3 \_\_\_\_\_ Date of use \_\_\_\_\_

Are you using any special effect? Yes ( ☐ ) No ( ☐ ) Will this room/area be dressed? Yes ( ☐ ) No ( ☐ )

Please describe use of room/area in detail, including special effect, dressing, or any other relevant information in detail.

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Name of Room/Area #4 \_\_\_\_\_ Date of use \_\_\_\_\_

Are you using any special effect? Yes ( ☐ ) No ( ☐ ) Will this room/area be dressed? Yes ( ☐ ) No ( ☐ )

Please describe use of room/area in detail, including special effect, dressing, or any other relevant information in detail.

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Name of Room/Area #5 \_\_\_\_\_ Date of use \_\_\_\_\_

Are you using any special effect? Yes ( ☐ ) No ( ☐ ) Will this room/area be dressed? Yes ( ☐ ) No ( ☐ )

Please describe use of room/area in detail, including special effect, dressing, or any other relevant information in detail.

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Name of Room/Area #6 \_\_\_\_\_ Date of use \_\_\_\_\_

Are you using any special effect? Yes ( ☐ ) No ( ☐ ) Will this room/area be dressed? Yes ( ☐ ) No ( ☐ )

Please describe use of room/area in detail, including special effect, dressing, or any other relevant information in detail.

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\_\_\_\_\_  
Print Name (Production Agent)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (City Agent)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# EXCEPTION SHEET

Any deviance from specified rules and regulations must be listed in detail below and approved by the City Agent prior to implementation. Be specific as to nature of exception.

1.

2.

3.

4.

5.

Print Name (Production Agent)

Signature

Date

Print Name (City Agent)

Signature

Date

# Rules & Regulations

## GENERAL REGULATIONS

All of the following rules & regulations are strictly enforced. Any unauthorized deviance will require cancellation and reprocessing of the film permit. The mansion is registered as a National Historic site and contains irreplaceable craftsmanship and materials, so all specified protective measures must be taken by permit applicant. Therefore, the location manager must communicate these rules to all appropriate company personnel. All permits, fees and scouts must be completed two full business days in advance (by 5:30pm on Monday for a Thursday production, 5:30pm Tuesday for a Friday production, 5:30pm Wednesday for a Monday production, etc.).

1. Gates open at 8:00am and close at 10:00pm. Due to residential zoning, the entering of vehicles/trucks and film use prior to 8:00am or after 10:00pm is prohibited. Park gates are closed and locked at 10:00pm. Taillights are required by 10:00pm. Trucks may not enter park grounds prior to 8:00am or leave after 10:00pm. Any cars waiting to enter the Park prior to 8:00am must line up on the north side of Doheny Rd. east of Loma Vista Dr. with engines off and no getting of vehicles to talk.
2. Park Ranger supervision is required at all times. A Fire Safety Officer is required during all pre-lighting and filming times. A Police Officer is required at the discretion of the Senior Park Ranger or the Community Services Manager.
3. Fire permits for barbecues, canopies, etc. must be obtained a minimum of 72 hours in advance.
4. Film companies must provide an overnight security guard(s) as soon as there is equipment/props/set dressing brought and left inside the mansion or on park grounds overnight. Rangers will designate how security guards will change shifts when park is closed. Under no circumstances shall productions security open the park for anyone except for another production security to change shifts. Guards are not allowed in the mansion when the production is off property.
5. Any armed security brought in by the production or persons related to the production is required to check in with the ranger on site and specify the reason they are armed and identify all security that are carrying firearms.
6. The production company must station a security guard or representative at the Loma Vista gate from 8:00am to 10:00am and from closing of the park to 10:00pm to prevent the public from entering before and after park hours. During some summer months Greystone Park opens at 8:00am (please see the Senior Park Ranger for specific dates). Closing times are 5:00pm or 6:00pm (depending on Daylight Saving Times).
7. A Historic Conservator may be required during prep/film/strike at the discretion of the Community Services representative (Senior Park Ranger) in order to monitor and/or maintain the historic integrity of the Greystone property. The production is responsible for the fees incurred for the Historic Conservator.
8. Technical scouts are required for every film/video project or any still photo shoot with more than 15 cast and crew and/or the use of generators, lighting, props and set dressing. Tech. scouts are required to be completed 72 business hours before the productions 1<sup>st</sup> day on site. The following personnel must be present from the production company/studio:
  - a. Location Manager
  - b. Director or Rep Thereof.
  - c. Grip and Lighting Reps.
  - d. Producer
  - e. Art Dept. Rep.
  - f. Transportation Captain
  - g. Special Effects Rep.
9. City Management and/or Park Rangers reserve the right to withdraw a film permit, stop production, remove equipment and /or request production personnel to vacate the premise in the event the permittee or any related person of the production does not adhere to the rules & regulations.

10. Greystone Park and Mansion must be returned to the same or improved physical condition as before use from the production company. Grounds must be entirely cleared of all equipment, props, debris upon completion of the production project. Production will be required to use a professional cleaning company to clean the mansion areas used after interior use. Any stains on the exterior hardscape will require washing down and all garbage will be required to be picked up on the grounds, parking lots and in the street (if production obtained a street use permit for street parking during the production).
11. Only City approved sanitation bins are permitted at Greystone Park. Large productions will be required to obtain enough bins to support the productions refuse. The Greystone bins can be used for still photo shoots as long as the bins remain partially empty.
12. The City of Beverly Hills requests to be included in production credits or motion picture filming at Greystone.
13. The following conditions will be set in every permit issued by the City. The production will agree to all of the following conditions unless stipulated in the exception sheet in the permit application.
  - a. **Indemnity Clause:** Applicant agrees to indemnify, defend and hold harmless the City, it's officials and employees, from any and all liability or financial loss, including, without limitations, attorney's fees and costs, resulting from any intentional, wrongful, reckless or negligent acts, errors or omissions of the applicant, or any person employed by the applicant including its agents and independent contractors, in connection with the applicant's use of the City property.
  - b. **Rules & Regulations:** The Rules & Regulation attached to the permit application are strictly enforced. The Location Manager must communicate these Rules & Regulations to all appropriate Production Co. personnel, cast and crew. Any unauthorized deviance of these Rules & Regulations will halt production and may require the cancellation and reprocessing of the film permit and the forfeiting of the surety deposit to the City of Beverly Hills.
  - c. **Parking & Set-ups:** All parking of Production vehicles will be pre-approved by the Senior Park Ranger in accordance to the vehicle's size, weight and location to set. For smaller photo shoots the Park Ranger on site will determine and approve all parking. The Park Ranger will determine the best location of any catering vehicles and set-up. All other set-ups of tents, tables, chairs, props, work spaces, etc. will need to be approved by the Park Ranger on site.
  - d. **Animals:** Animals are not allowed at Greystone Park unless they are specifically for use as a "picture animal". Any picture animal must be under the control of a professional handler at all times while on the Greystone property. The handler will pickup/cleanup any and all defecation/urination that is produced by the animal. If an area is needed in the park to hold the animal, the handler will confer with the Park Ranger on site for the most suitable and safest location to hold said animal.
  - e. **Fire Lane Use:** If the production has been given conditional approval to film in the fire lane, they understand that this lane needs to be accessible for emergency vehicles within a three (3) minute period. Only essential equipment should be in the fire lane and any equipment in the fire lane, the Production needs to have the ability to clear within the three minute period. The Park Rangers and Fire Rep. on site will strictly enforce this rule.
  - f. **Smoking:** Smoking is not allowed and will not be tolerated anywhere on the Greystone property.
  - g. **Technical Scout Notes:** The Technical Scout Notes will be considered an addendum to the permit application. The Production understands that anything not discussed and approved by the Park Rangers at the Technical Scout and put in the notes, will not be allowed to proceed during the production until the Park Ranger on site has given approval (*On site approval is not always possible if the Conservator needs to be consulted*).
  - h. **Non Permitted Persons on Set:** Any person on the set that is not employed or under contract with the Production Company, are considered non-permitted persons and therefore are guests of the Production Co. The City reserves the right to remove any Production guest from the set that do not adhere to the Rules & Regulations signed by the Production in the permit application.

Production Agent's Initials \_\_\_\_\_

## MANSION RULES:

1. No eating, drinking (including bottled water) or smoking is allowed in the mansion. No alcohol or smoking is permitted in the mansion or anywhere on the grounds. (Exceptions to be made for prop food and drink).
2. Layout board must be used for protection of irreplaceable marble and wood floors. Layout board must be installed prior to prep and no crew will be allowed in the mansion until all floors are completely covered. Layout board is required on the entire 1<sup>st</sup> and/or 2<sup>nd</sup> floor(s) that the production will be utilizing and all staircases. All flooring is required to be 100% covered. Matting maybe acceptable with Senior Ranger approval.
3. Under no circumstances are items to be placed on top of the historic dining room table, historic oak console or grand piano. Prior approval for the moving of these items is required and moving costs will be the responsibility of the Production.
4. Dollies and/or carts are not allowed to be rolled down any stairs inside the mansion. All carts and dollies access the mansion through the west door. If filming is taking place on the 2<sup>nd</sup> floor, an approved ramp may be put on the stairs to access the 2<sup>nd</sup> floor.
5. Nails, staples or screws cannot be used and holes cannot be made in any wood, marble or floor surface of the mansion. Existing holes in wood or stone walls may not be used. Picture holes made in plastered surfaces require patching and sanding, so the patch cannot be seen once it is painted and may require, at the discretion of the City, painting of the entire panel or wall area surrounding them if the painted patches are not a good match.
6. Painting of wood surfaces, paneling, doors and molding is not allowed, regardless if the wood is already painted. No plaster walls can be painted without prior approval of the City. The City may request the walls to be returned to their prior color if the City deems the Production color is not compatible with the mansion interior.
7. Designated mansion restrooms must be cleaned and stocked by the Production Co. on a daily basis.
8. There is limited power in the mansion. Production Companies are expected to utilize their own power unless prior arrangements have been made with the City. Electrical boxes, wall switches, and any wall sconces are not to be altered anywhere unless there has been prior written approval. If approval is given, any electrical alteration is required to be done by a City approved electrical contractor.
9. Any cable that needs to go through a window needs prior approval of the Park Ranger. Any cable draped over walls, window sills, banisters, etc needs protection under the cable. No tying cable to any part of the house or structure or any fixture.
10. Power is not to be utilized from the public restrooms or any park outlet without prior approval of a Park Ranger.
11. No one is allowed to film in, or otherwise use the mansion attic or basement. The recreation wing will have restricted use only. Cast and crew may not wander through areas of the mansion that are not designated for the Production's use.
12. Any equipment, effects or dressing of rooms or grounds not clearly identified in the permit application or the Technical Scout Notes will not be allowed under any circumstance.

**Production Agent's Initials** \_\_\_\_\_

## GROUND RULES:

1. Use of the Formal Gardens is restricted and is available for use with prior authorization from the Senior Park Ranger & Greystone Events Coordinator.
2. Grounds must be left clean and clear of props, equipment, set dressing, etc. prior to Friday departure and throughout the weekend.
3. Any changes to landscape must be approved in writing and supervised by park staff. Only park staff can trim trees, shrubs or other plants.
4. Limited water can be provided for Production use with prior approval.
5. Limited electrical can be provided for Production use with prior approval.
6. Any materials which must be moved up or down five or more steps on the grounds or in the mansion requires that a ramp be used. No dollies or carts are to be rolled up or down any stairs.
7. No vehicles are allowed on any of the mansion courtyards without prior approval of Park Ranger.
8. Advance approval is required for all construction and/or scaffolding taking place on the slate or flagstone areas.
9. Layout board or mats must be placed under craft service tables & carts and all production equipment on all slate areas.
10. Permanently installed signs or posts may not be removed without prior permission, and must be reinstalled at their original location.
11. No special additions (including animals), special effects, or alterations are allowed on the grounds or in the mansion without prior approval of Senior Park Ranger. Any special effects, alterations or special additions must be requested in writing for approval of Greystone staff and possibly Greystone Conservator.
12. Staking into the ground is not permitted.
13. Tying on to or hanging any object from the trees, shrubs or any part of the historic structures is not permitted.
14. No equipment or cables are allowed in any plant beds unless a platform is built over the beds to protect the plant material in the bed. Crew members are not allowed to walk through or work in any planting bed.
15. Catering tents must have the proper permits and must be weighted down with water or sand (no staking). Senior Park Rangers will determine the location of all catering set-ups and catering truck locations.
16. Dollies, carts and/or cranes are not allowed to be rolled (bumped) up or down any staircases. They must be hand carried or a ramp built over the stairs to roll them up and down the stairs.
17. Smoking and alcohol are not allowed anywhere on park grounds.
18. Location's directional signs may be posted indicating the film site on the first day of filming only and must be removed once the cast and crew have arrived.
19. Courtyard Vehicle Rules:
  - a. A vehicle shall be defined as any platform or piece of mechanized equipment used for transportation of conveyance.
  - b. Drip pans must be under moving and parked vehicles at all times. Plywood, a minimum of ¾ inch thick, must be laid on the entire courtyard area any time a vehicle will be traveling or resting on slate or flagstone. No vehicle will be allowed on slate or flagstone without plywood and drip pans. All areas must be inspected and approved by City representatives prior to vehicles being placed in courtyard areas.
  - c. All vehicles must have proof of gross vehicle weight before being allowed on any slate or flagstone.
  - d. Use of camera dollies and cranes on the slate or flagstone must be listed on technical portion of this permit application. All dollies and/or cranes must first be approved by City representative after Production submits the required information. City staff may require additional protection of plywood, layout board, pans, etc. depending on the size, weight, age of dollies, cranes or vehicles.
  - e. Failure to comply with the rules and regulations stated for the protection of the historic slate and flagstone courtyard areas may result in the immediate cessation of the shoot in the courtyard area and all vehicles will be required to withdraw before shooting will be allowed to resume.

Production Agent's Initials \_\_\_\_\_

## FILMING RESTRICTIONS

1. Filming or photographing of nude/semi -nude or sexually explicit scenes will not be permitted.
2. The historic garden known as the Formal Garden carries heavy restrictions for filming and photography. Any production interested in this area, needs to confer with a Senior Park Ranger as to the restrictions and state in writing the intended use and equipment to be used for this area for consideration for production's use.
3. Any filming conducted by another company/production, such as video interview, entertainment news shows, web shows, blogs, etc. is not permitted without a separate film permit and fees paid by that separate production company.
4. Any photography conducted by another company/production, such as an entertainment magazine or other periodical, newspaper, website or blog is not permitted without a separate photography permit and fees paid by that separate photography production company.
5. The areas of Greystone Park known as the Garages, Stables, Greenhouse & Potting Sheds cannot be used and is off limits for film or still photography production.
6. The "Firehouse Building", which contains the park restrooms and offices is off limits to filming. Hair, makeup and wardrobe are not allowed in the public restrooms.
7. The flat roof top of the Recreation Wing of Greystone Mansion is off limits for all filming and still photography.
8. B-roll Conditions: For a production to be allowed to do a separate B-roll filming/video during a photo or film shoot. The following conditions must be strictly adhered to for the production to pay the B-roll fee and not the film/video fee:
  - a. No more than a 3 person crew.
  - b. Only 1 camera operating at a time
  - c. No lighting, cabling or dollies.
  - d. No news entertainment, entertainment magazine or separate productions allowed for filming B-roll.
  - e. B-roll will be for the exclusive use of the applicant for use on internet or DVD supplements.
  - f. No intention of broad casting B-roll film/video on cable or network television

If the Park Ranger on site finds these rules are not being strictly adhered to, they will stop the main production and the B-roll filming until the production company complies with the B-roll filming conditions. If the production company does not comply they will have the option to pay the video/film fees for the B roll video or vacate Greystone Park and Mansion.

Production Agent's Initials \_\_\_\_\_

## PARKING REGULATIONS

1. The filming company must complete and sign parking information in the permit application detailing their transportation needs and will confer with Senior Park Ranger for a parking plan.
2. The upper parking lot at Greystone Park covers a water reservoir, with a three ton per axle limit. This weight restriction has a two axle maximum. Vehicles up to 6 tons (12,000 pounds) distributed over two axles are allowed on the reservoir as designated on the map. There are two cul-de-sacs off the reservoir that can accommodate heavy service vehicles such as caterers, 5 & 10 ton trucks, trailers, etc. The transportation department needs to have proof of weight of any vehicle parked on the reservoir. Over weight vehicles are allowed to pull out on to the reservoir in order back the vehicle into the cul-de sacs. No overweight vehicle is allowed to pull out on the reservoir and sit.
3. All cars belonging to cast and crew must park on the upper parking lot. Citations will be issued to cars parked on the flagstone in front of the Firehouse, the flagstone courtyards or any portion of the fire lane.

4. The lower service parking lot can accommodate large vehicles, but a 15 foot fire lane is required at all times. Vehicle Codes regarding blocking of the fire lane will be strictly enforced.
5. The West Drive can accommodate two to three large trucks. Trucks on this side are limited to 5 tons or smaller. No tractor-trailers, motorhomes are allowed on this area.
6. Drip pans, mats or layout board are required under all trucks and generator and other large vehicles parked at Greystone Park.
7. A designated fire lane runs from the Greystone entrance road all the way around the mansion. This fire lane is required to be free of all vehicles and equipment at all times. Any unapproved blocking of the fire lane will halt all production until the lane is cleared. If the lane is not cleared or the production consistently blocks the fire lane the film City will revoke the film permit.
8. Use of street parking outside Greystone Park requires a **City of Beverly Hills Street Use Permit**. Parking is only allowed on the north side of Doheny Rd.  
Location manager will meet with Senior Park Ranger for these stipulations regarding street parking outside Greystone Park:
  - a. Location Dept. to submit sample letter to Senior Park Ranger to affected residences. Resident letter must state clearly if the trucks are staying overnight, the hours workers will be on the trucks, whether generators will be used on trucks, whether trucks will be staying over the weekend.
  - b. Signatures are required on both sides of affected streets. Doheny Rd. will require 51% signatures if parking is one hour on either side of normal hours 8am to 10pm. Depending on arrival times and departures times and length of stay on street required signatures can be 90%.
  - c. Senior Park Rangers will submit memo to Beverly Hills Engineering Dept. 72 business hours ahead for the production to obtain the Street Use Permit and signs for posting. The production can go to the City of Beverly Hills Engineering Dept. to pay the fees and pick up the No Parking signs for posting. Production is responsible for paying the fees and picking up the permit and signs at Beverly Hills City Hall, 455 North Rexford Dr. Beverly Hills, CA 90210.
  - d. Senior Park Rangers to determine if Heavy Haul permit is necessary. Most production trucks are exempt (City of Beverly Hills exempts most film production vehicles). 18 wheelers carrying condors, or other heavy equipment or other exceptionally heavy vehicles will require a heavy haul permit.
  - e. City of Beverly Hills permit counters closes by 4:30pm, 4pm on Fridays.

Production Agent's Initials \_\_\_\_\_

## CLEANING/STRIKING

1. The Production Company is responsible for all clean up. Any interior use will require the production to use a professional cleaning service.
2. Layout board must stay down while striking all equipment and set dressing and while any painting or repairs are taking place.
3. The Production Company is responsible for any damage to the mansion or park and all necessary repairs must comply with City specifications at the City's direction.

Production Agent's Initials \_\_\_\_\_