

An Accompaniment to the Outdoor Special Event Permit Application

City of Asheville

Commercial Filming Directives

A copy of this directive must be distributed to all production personnel. Listed below are conditions of permit. Failure to comply with the following directives may result in revocation of permit.

Before Filming:

- Familiarize yourself with the neighborhood in which you're shooting. Be considerate of schools, churches, senior centers, funeral homes, etc.
- Notify the community board, neighborhood and merchant associations in which you are filming at least 48 hours in advance of your shoot.
- When applicable for events of significant impact, post letters to notify the neighborhood of the dates, times of your shoot and parking plan. Outline how filming may affect their normal routine. Include production office contact names and phone numbers. Letters should be posted in public forums, bulletin boards and delivered to businesses at least 48 hours before shooting. Assure businesses that you will allow customer access and truck deliveries.
- NO PARKING signs will be posted in advance by the City of Asheville when applicable. Parking may not be held more than 24 hours in advance.

During Filming:

- Be sensitive to neighborhood needs while holding parking in advance. Do not interfere with areas such as handicapped parking, driveways or special access zones. Do not block fire hydrants.
- Do not block buildings or keep equipment in front of buildings that are not working directly with the shoot especially in front of closed storefronts when you have an early call.
- Ensure safe pedestrian passage through and around your set. Cover cables with mats, keep equipment against buildings or in curb lanes, don't allow crew members to congregate in pedestrian passageways.
- Ensure there is at least 14 feet for a fire lane on all streets involved.
- Do not hold or block traffic without a police officer or traffic agent.
- Make certain that trucks and campers fit under trees to avoid damage to branches.
- Find nearby lots to park campers and other non-essential vehicles if you are going to be at a location for multiple days.
- Do not park catering trucks or honeywagons in front of restaurants.
- Do not park generator trucks in front of residential buildings. Do not leave truck engines idling.
- Do not allow crew or extras to park on set.
- Keep noise to a minimum when arriving in a neighborhood before 7 a.m. or filming past 10 p.m.
- Remind crews to speak courteously to the public. Your set may be someone's home, so do your best to ensure that future productions are welcomed back.
- Patronize local businesses during breaks.
- Have copies of all permits issued on set for general public viewing.

After Filming:

- Clean up after your shoot. Make a clean sweep of the area to ensure that nothing is left behind, including equipment, garbage, all resident letters, parking signs that your production posted.

I have read and agree with the above directives. I will distribute copies of this document to all employees of this production. I understand that the permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Asheville, North Carolina.

Name of Applicant _____

Signature _____ **Date** _____