

Los Angeles County Arboretum & Botanic Garden

Guidelines and Rules for Still and Motion Picture Production

To help ensure full awareness, these Guidelines and Rules should be attached to crew and cast call sheets. Please, remember the most important guidelines of all: Assume nothing. Use common sense. If you are not sure – ask.

1. A designated person from Production must be in charge and on site at all times.
2. Entry into any part of the property is not permitted unless designated representative (monitor) is present.
3. Production will be assigned at least one monitor who has the authority to enforce all rules.
4. Private cars are never permitted on the property.
5. Base camp must be established outside of the property at a designated parking lot. All vehicles except those otherwise specifically authorized must remain in base camp with a shuttle service established to deliver personnel and equipment to the film site. Dressing rooms, office trailers, catering must remain at base camp.
6. Roads and hydrants may not be blocked at any time. All roads must be kept open at all times for vehicle traffic, fire or any other emergency. Parking is not allowed within 50 feet of any intersection. Park only on paved roads to the right edge of the road as possible. Parking is not allowed opposite another parked vehicle. Trailers with steps must park so the steps face away from the roadway.
7. Production must provide its own dressing rooms. Cast may not change clothes in public view or use public restrooms as dressing rooms or for make up purposes.
8. Only some locations have access to adjacent restrooms. In most cases, production will need to provide portable restrooms adjacent to the set for the cast and crew.
9. Vehicles must exercise extreme caution and yield to pedestrian at all times. Crew and shuttle drivers must observe 5 MPH speed limit.
10. Golf carts, "Gators", stake-beds are permitted. They should remain on the roads.
11. Heavy equipment such as water trucks, condors, muscos, camera cranes, etc., may not be moved around the property unless accompanied by designated representative (monitor).
12. Unless there is a security guard at the property gates, gates will be locked.
13. Cast and crew and equipment are generally permitted on paths. If for any reason (excess weight, dump ground) wheels are causing ruts in the ground, then the equipment must go on plywood.
14. Electrical outlets are not available. Production must provide its own electricity. Generator (if necessary) size, type and location must be approved prior to filming. Small "putt-putt" generator must have a visible fire extinguisher in immediate vicinity.
15. Electrical cables must be covered with "cross-overs" or rubber matting wherever they cross a road or walkway. Cable routes should be pre-approved, preferably on a tech scout.

16. Prior approval is needed for all stunts, firearms, pyrotechnics and special effects to be used on the premises. Production must provide Material Safety Data Sheets (MSDS) for any hazardous or special effects materials before approval is possible.
17. Explosions, gunshots, or similar loud noises are prohibited unless approved in advance.
18. Flammable Foggers will not be allowed on the property with out prior approval.
19. Production must remove its trash from the property. Production must provide its own dumpster for trash. Caterer is responsible for removing all catering trash from the base camp.
20. Production must ensure that all hazardous material used or generated is properly labeled, transported and stored while on the property, and disposed of by Production.
21. Cast, crew and other personnel associated with the production must remain in the areas assigned to the production and not wander around the property.
22. Guest should be pre-arranged and must stay with the production company.
23. Pets are not permitted. Animal actors are permitted only by prior approval and the trainer/handler of such animals is to be with them at all times.
24. No alcohol is allowed on the property.
25. The use of inappropriate language is not allowed on the property and it will not be tolerated.
26. Productions involving lingerie and nudity are not permitted.
27. There is no access to wireless Internet, fax, copier, phone or other office services. Employees cannot accept any deliveries or be responsible for any property belonging to the production.
28. Athletic or sporting activities of any kind by cast or crew are not permitted. Bicycles, scooters, skateboards, Frisbees, footballs, and other "day in the park" type props are only permitted if required by the scene and must be pre-approved.
29. The public and/or staff are not to be rerouted from any part of the property without prior approval. Pedestrians or vehicles might be "held" momentarily for a shoot and then released.
30. Armed production security guards or bodyguards are prohibited without prior approval.
31. Smoking is prohibited except in base camp. It is the responsibility of the film company to provide butt cans at the base camp.
32. Every precaution must be taken to avoid any damages. Nothing may be tied to, hang on or leaned against. Trees, and plants may not be trimmed, cut or altered in any way. Digging or planting of any plant material is strictly forbidden unless prior authorization is received. Camouflaging or plant containers are preferable.
33. The designated representative will make determination of any unusual clean-up charges beyond fair wear and tear, and all decisions are final and paid within ten (10) working days of submission of a damage estimate.

Location Fees:

Set Preparation (12 Hours)	\$1,500
Strike (12 Hours)	\$1,500
Set Standing	\$1,000 /Day
Filming (12 Hours)	\$2,500 - \$10,000
Photo Shoot (12 Hours)	\$2,000
Location Over Time	\$250/Hour
Monitor	\$50/Hour
Damage Deposit (Refundable)	\$1,000-\$10,000

Miscellaneous Fees:

Plants & Trees Label Removal	\$50/Label
Bench Removal	\$250/Bench

Exclusive Parking Use Fees:

0-20 Spaces	\$415/Day
21-50 Spaces	\$820/Day
51-125 Spaces	\$1,835/Day
126+ Spaces	\$2,735/Day