

Guide to Film Production in New Orleans

The Mayor's Office of Culture Economy and Film New Orleans (FNO) welcome you to New Orleans! We want your film, TV, music video or commercial shoot to run as smoothly as possible. Your production company and our neighborhoods matter to us. New Orleans' historic, vivid and culturally rich neighborhoods provide incredible locations and backdrops for the various productions that choose the city for filming activity.

This guide is to ensure that our neighborhoods, which make New Orleans attractive to the entertainment industry, are protected and that productions have a successful experience in New Orleans. We go above and beyond to strike a balance between production and quality of life for our residents, and we believe open and advance communication is key to this success.

To undertake any commercial film activity in New Orleans, a production must secure a Film Permit from Film New Orleans. These guidelines outline the protocol and expectations needed to secure the Film Permit.

Our long history of filmmaking means that the local community understands that the film industry plays an important role in our economy. Film New Orleans works closely with the community and established Neighborhood Associations to accommodate productions doing business in our city. Please understand that these Guidelines provide for filming activity in Orleans Parish only. Other Parishes and surrounding jurisdictions may have other operational requests.

To foster an environment of cooperation, Film New Orleans works closely with the production personnel of each film project. Film productions are responsible for communicating with the city departments, residents and businesses to ensure the public is aware of "NO PARKING" requests, street closures, special effects and any other production activity in close proximity.

Film New Orleans requires a copy of these guidelines to be distributed to production personnel, signed by the Producer, Location Manager and Transportation Captain and returned to Film New Orleans in advance of any scheduled production activity in Orleans Parish and before any subsequent permits are requested. Failure to comply with the following directives may result in fines or the revocation of your Filming Permit once issued.

FILM PERMIT APPLICATION REQUIREMENTS:

1. The Film Permit is issued by Film New Orleans and is a prerequisite for all other city permitting.
2. Applicants are required to complete a "**Filming Application**" located at www.filmneworleans.org.
3. An insurance certificate must be submitted to kgwilliams@nola.gov.
4. Applicants should submit a completed application as soon as the production has committed the projects to New Orleans.
5. The rules and regulations of these guidelines are understood to be conditions of the Film Permit unless otherwise noted.

LEVELS OF FILM IMPACT DEFINITIONS AND PRODUCTION RESPONSIBILITY:

Levels of film impact are determined on a location-by-location basis. Limited exceptions may be granted as determined by the Director of Film New Orleans in consultation with other city agencies.

A. GENERAL FILM ACTIVITY is defined as:

- No discernable interruption of pedestrian traffic
- No interruption of vehicular traffic
- No permitted parking on city streets
- No activity outlined below in B,C, and D.

B. LOW IMPACT FILMING is defined as:

- No discernable interruption of pedestrian traffic (including sidewalks)
- The administration of Intermittent Traffic Control (ITC) in which vehicular traffic is held for no more than two to three minute intervals;
- Minimal impact on normal business or residential activities
- Limited permitted parking on city streets of no more than 4 blocks.

C. MEDIUM IMPACT FILMING is defined as:

- The use of simulated gunfire
- The administration of street closures for 1-3 film working days at one location
- Film activity conducted over night time hours
- Permitted parking on city streets of no more than 8 blocks

D. HIGH IMPACT FILMING is defined as:

- Film activity that exceeds more than five (5) continuous film working days at one location
- High speed car chases or crashes
- Use of pyrotechnics or explosives
- Use of low flying aircraft
- Activity which interrupts pedestrian traffic and/or restricts access to residential and business activity
- Activity that requires bus and transit re-route planning
- Limited permitted parking on city streets of no more than 12 blocks

*** Notification of Low, Medium and High Impact Filming will be physically distributed by the Production Companies and supplemented by electronic distribution through Film New Orleans. Neighborhood Notification is further explained on page 4.*

General Filming Projects will receive a Filming Permit following the submission of the filming application, receipt of certificate of insurance and signed guidelines and review by Film New Orleans.

CITY HALL PRODUCTION MEETING INFORMATION:

All low, medium and high impact filming projects **may** be required to participate in a City Hall Production Meeting. This meeting is an opportunity for your production to engage in a one-on-one consulting session with City of New Orleans Agencies to

troubleshoot any logistical issues that may arise. At this meeting your Location Manager will present a production packet containing your location schedule and any "NO PARKING" or street closure requests. At this time, community notification procedures will also be discussed after public impact is assessed.

Agencies present:

- Film New Orleans
- New Orleans Police Department (NOPD)
- Traffic Engineering (Department of Public Works)
- City Council District Office Representatives
- EMS and Fire (if stunt activity/pyrotechnics are planned)
- Parks and Parkways (if activity is planned)
- Any other applicable city office

What the Production Packet should include: (Bring enough for all attendees)

- Overall calendar for the duration of your shoot detailing, location and physical address of each day. (Film New Orleans is principally concerned with activity to take place in Orleans parish, but should you be shooting outside the parish please note this on the calendar.)
- A detailed schematic of each location within Orleans Parish should include:
 - Each location noted on the map by symbol.
 - Actual Name of location
 - Physical Address of location
 - Note whether the location will be shot on Interior/Exterior or both
 - Each map should include where you plan to put your base camp and crew parking.
 - We do not allow crew parking in residential neighborhoods. This parking should be secured in a private lot near the location.
 - Times of Activity
 - Arrival of Trucks
 - Call Time
 - Filming Time
 - Departure of Trucks
 - Parking Requests
 - Areas requested "Cleared for shot" should be marked with a line of ooooo.
 - Areas requested for the parking of essential vehicles should be marked with a line of xxxxx.
 - A list of block numbers being requested should also appear at the top of the map.
 - Streets should be clearly marked along with block numbers. Also make note of one-way streets.

Please note any special requests such as Intermittent Traffic Control (ITC) or street closures on each map.

At the conclusion of the City Hall Production Meeting, in accordance with approval of proposed activity a Filming Permit will be given once it is determined that the (1) proposed activities will not unduly disrupt neighboring residents and/or businesses,

(2) certificate of insurance is on file and (3) the office has received a signed copy of the attached guidelines.

**** PLEASE BRING A COPY OF YOUR CREW AND VENDOR LIST TO THE CITY HALL MEETING**

At this time, FNO will also assign your production an alphabetical alias. This alias will be utilized for digital notification by the office and can be utilized on directional signs or production identification on “No Parking” signs.

A note about Directional Signs: Productions will be given directional stickers in conjunction with the film permit at the City Meeting. Stickers should be on all directional signs and display filming dates.

NEIGHBORHOOD NOTIFICATION:

Advance notification of your planned activity **must** be coordinated through fliers/letters distributed in the production-impacted area to inform residents and businesses to assist them in making arrangements for your production activity. Your notification should also include any parking requests for prep and wrap days. These fliers are the primary notification for residents and should be distributed no less than 72 to 48 hours prior to your shoot to each physical address in a “T” pattern extending in all directions from your Key Location and those impacted by your parking footprint. Depending on the level of impact, Film New Orleans may require an extended area of notification.

Notification is especially important for multi-family residences or businesses with residential property located above. If you are unsure of residential dwellings above a business, please inquire with the business owner.

Prior to distribution, productions must send a copy to Film New Orleans directed to Katie Williams (kgwilliams@nola.gov) and Jennifer Kessler (jnkessler@nola.gov) . The film office will then assist you in secondary notification by electronically distributing your fliers to the affected neighborhoods, merchants and/or neighborhood associations.

A sample letter/flyer is available upon request or can be found at www.filmneworleans.org.

Each notification must be on production letterhead and include the following information:

1. Production Identification (Name or Alias)
2. Accurate Date and Times of Filming
3. Blocks affected by restricted parking
4. No Parking restrictions including prep, film and wrap days
5. Description of Filming Activities including specifics regarding lights, noise or special effects
6. Local Production Office number
7. Contact Information Film New Orleans and the production’s Location Manager

PLEASE NOTE: Additional meetings, consideration and/or outreach may be required for High Impact Activity as deemed necessary at the City Hall Production Meeting by Film New Orleans or as requested by the Film New Orleans Director.

FILMING IN NEW ORLEANS NEIGHBORHOODS:

Only essential equipment and working vehicles can be parked on location. All other vehicles including crew and extra vehicles (unless picture cars) must be parked off site in a Production Company secured parking site. **ALL** trucks over 31 feet must be parked in base camp unless previously cleared with FNO and DPW.

- Production vehicles must obey all parking restriction laws in accordance with (M.C. Sec 154-923) as to not impede safe lines of vision at intersections and to maintain a fire lane for emergency personnel and vehicles. This includes the blocking fire hydrants, driveways, or other access ramps unless authorized by the property owner. Please see the Parking Restrictions.
- Special Effects that may cause concern (sirens, stunts, gunshots, speeding cars, controlled fire, smoke, flashing lights, or other loud noises) must be cleared in advance with Film New Orleans, NOPD (New Orleans Police Department) , NOFD (New Orleans Fire Department), and other applicable city agencies. Information regarding such activity must be included on the notification flyer to residents and businesses.
- No working trucks are permitted to enter a neighborhood before 5am without prior consent from Film New Orleans.
- Pedestrian Traffic should be maintained at all times unless previously requested to FNO and DPW. Additional permits may be necessary to restrict sidewalk access.
- Some neighborhood associations have additional considerations of productions. Please inquire with Film New Orleans for details on the neighborhoods affected.

During the Shoot...

- Film New Orleans expects the production to find speedy resolution with neighborhood complaints. If necessary, Film New Orleans will intercede.
- Location Departments and PAs should be sensitive to neighborhood needs while holding permitted parking in advance. Do not block shop entrances, buildings, or driveways. Should you need access to a particular property, contact the property owner for permission.
- It is important to be “good neighbors”. Remind crews to speak courteously to the public and remember your set is someone’s home, business or neighborhood. Special effort should be made to reach out to property owners immediately adjacent to any specific location. Do your best to ensure that future productions are welcomed back.
- Do not reserve parking on city streets in excess of your permitted production needs. Release all street parking promptly upon termination of use and un-bag the meter heads in a timely fashion. Meter bags should be returned to the Meter

Department. A Meter Bag key may be made available to productions on a case-by-case basis based on certain criteria.

After the Shoot...

- Garbage and trash should be disposed of daily and should not be left on the streets for regular city pick up or in a private dumpster.
- All posted production signage including “NO PARKING” and location directional signs should be removed as soon as no longer needed. Any signs left will be removed and fines may be levied.
- Any alterations to the streetscape, landscape and environment should be removed within in a reasonable timeframe and the site restored to its original condition at the close of each particular location.

SECURING CITY STREET PERMITS:

All street and lane closures must be reviewed and approved by the Department of Traffic Engineering within The Department of Public Works (DPW) in advance. All closures must adhere to Traffic Engineering’s requirements for appropriate signage and detour plan to ensure the safety of the public and your company personnel. A Filming Permit and coordination with Film New Orleans is required before closure/parking applications will be approved by the DPW.

Please note: Coordination with the Sanitation Department is necessary when street closures overlap with designated trash pick up days.

The New Orleans Police Department (NOPD) must administer all Intermittent Traffic Control (ITC) and approved street closures. Production Assistants (PA) or other crewmembers should never control vehicular traffic. Directives for this activity are determined during the City Hall Production Meeting. A Filming Permit and coordination with Film New Orleans is required before securing Off-Duty NOPD details.

As a general rule, ITC and street closures are not granted during the morning and evening “rush” hours (7am - 9am and 4pm - 6pm) or during school openings and closings on streets that experience traffic congestion during those times. Exceptions may be requested in advance with the DPW and Film New Orleans and considered on a case-by-case basis.

Parking should be restricted to one side of the street in certain residential areas determined by Film New Orleans. This is to ensure that a fire lane is maintained at all times. Exceptions can be granted in some cases by city agencies.

Sidewalk parking is strictly prohibited as many surfaces are of brick, cobblestone and flagstone and easily damaged. You may be ticketed for this offense.

All parking and street closure permits must be obtained in sufficient time to allow for a required **24 hours advance** posting of “NO PARKING” signs before any company vehicles can be parked on city streets. Should you not have a 24-hour prior posting period, vehicles **MUST** park in existing available parking. All parking must meet the legal parking requirements of the City of New Orleans noted in the parking restrictions.

- Posting and immediate removal of “NO PARKING” signs is the responsibility of the production company. Signs may be purchased from Traffic Engineering and DPW directly or from a private company.
- All “NO PARKING” signs **must** indicate the date, and hours included in the parking restrictions, project identification and contact information.

A fire lane must be maintained (13.5 feet) at all times for the movement of emergency vehicles unless previously cleared with the New Orleans Fire Department and by Traffic Engineering in conjunction with a street closure. .

**Special Requests or Film New Orleans conditions may be attached to a requested Parking Permit to ensure minimal danger to the health and safety of persons, undue disruption to neighboring residents and/or businesses and traffic congestion. Such request and conditions will be reviewed at the City Hall Production Meeting by all parties and assessed on a case-by-case basis. No requests or conditions will be unreasonable in scope and are intended to ensure safety.

An Important note about Rain Cover Sets:

In the event of rain on a scheduled exterior shoot, cover sets must meet the above guidelines and will be discussed on a case-by-case basis. In particular, should you not have a 24-hour prior posting period, vehicles **MUST** park in existing available parking. All parking must meet the legal parking requirements of the City of New Orleans as noted in the parking restrictions.

REVOCAION OF FILM PERMIT:

The Film Permit may be revoked. Grounds for revocation include: (1) where there has been misrepresentation in the permit application with respect to the nature or location of the film activity, (2) violation of the Film Permit conditions of approval, (3) other violations determined by the City Administration which Productions will be allowed a reasonable time to cure upon request.

Fines may be levied in the following circumstances: (1) failure to comply with the parking restrictions as laid out by M.C. Sec. 154-923, (2) failure to correct a reported breach of permit granted by Film New Orleans and/or Traffic Engineering. (3) Violation of any city code not exempted by permit. Should any individual production company incur three fines, they will be requested to meet with Film New Orleans for a permit review and possible permit suspension. A Fourth infraction will result in the cancelation of the Filming Permit.

PARKING RESTRICTIONS:

Please review the following information regarding common parking restrictions for the City of New Orleans. The restrictions listed below are to be followed and enforced in **ALL circumstances regardless of any general parking permits that may be issued to a production.** Many of these restrictions are in place to ensure emergency vehicle access and safe driving conditions. PLEASE help ensure filmmaking in New Orleans is a positive experience for all.

PLACES WHERE **STOPPING OR PARKING IS PROHIBITED** (NO SIGNS WILL BE POSTED). Unless a Producer Special Request as described above has been granted by Traffic Engineering and Film New Orleans in the interest of safety and efficiency, there is "NO PARKING" allowed in the following area, (M.C. Sec. 154-923).: (Please Note: the granting of such Requests, obligate the Producer to put in place an approved and appropriate alternative safety measure.)

- (1) Within **FIFTEEN FEET** of a **FIRE HYDRANT**
 - (2) Within **TWENTY FEET** of an **INTERSECTION**
 - (3) Within **TWENTY FEET** upon the approach to any **STOP SIGN,**
flashing beacon, yield sign or traffic control signal located at the side of a roadway
 - (4) Within **TWENTY FEET** of the entrance to a fire station
 - (5) On a sidewalk
 - (6) Within **THREE FEET** of a public or private driveway, wheelchair ramp or bicycle ramp
 - (7) Within an intersection
 - (8) On a crosswalk
 - (9) Within **FIFTY FEET** of a railroad crossing
 - (10) Alongside or opposite any street excavation when stopping, standing or parking would block traffic
 - (11) Alongside or on a neutral ground or curb.
 - (12) Any place where parking will block a traffic control device
- ** Please note: Distance should be calculated to include any truck gates or trailers.

PARKING IS ALSO PROHIBITED WITHOUT PRIOR CONSENT FROM THE AGENCIES LISTED BELOW:

- (1) Freight Zones (Traffic Engineering)
- (2) Cab Stands (Taxi Cab Bureau)
- (3) Regional Transit Authority stops (NORTA)
- (4) Hotel Passenger Zones (Hotel Management)
- (5) Traffic Lanes (without street closure permit and appropriate detour plan) (Traffic Engineering)

***No Permits will be given for designated HANDICAPPED PARKING** No vehicle may stop or park in a signed parking space for persons with disabilities except a vehicle with a handicapped license plate or disabled veterans license plate. (M.C.Sec. 154-874).

NOTE: NO PARKING IN ENFORCEMENT ZONES. No vehicle may stop or park in this zone without being identified as belonging in this zone. (M.C. Sec. 154-876).

We thank you in advance for your cooperation and assistance in according with these guidelines in the interest of all concerned. We look forward to assisting to make your production experience a successful one with the hope that you will continue to choose our area for future filming activity. The adherence to these guidelines will accrue to the benefit of all filmmakers addressing our community and our citywide effort to make this city available to you and to all productions in the coming years.

Please Sign your acknowledgement of these Filming Permit Guidelines and consent below and return a copy to Film New Orleans.

(Producer)

(Location Manager)

(Local Transportation Captain)

** Traffic Enforcement Personnel will make visits to ensure compliance with above guidelines.