



Film Production Guidelines and Regulations

Welcome to Virginia Beach! We're glad you've selected our community for your production. The City of Virginia Beach is ready to assist you to make your stay here productive. These guidelines will explain the services and requirements for film production activities in the City of Virginia Beach. If you have any questions, please contact the Resort Management & Special Events Office at (757) 385-4800.

Resort Management & Special Events Office Services

The Resort Management & Special Events Office will:

- ◆ Serve as the central point of contact for film production requests and activities
- ◆ Serve as liaison between film companies and City departments and provide assistance with production throughout the shooting schedule
- ◆ Coordinate and/or assist with location requests and conduct meetings between film production companies and City departments
- ◆ Coordinate the film production permit process
- ◆ Inform the City organization and the public of all film production activities
- ◆ Maintain direct communication with the Virginia Film Office
- ◆ Communicate production company lodging needs to the Convention and Visitors Bureau Services Division
- ◆ Receive and verify information from departments for employee and/or equipment support of film projects for billing purposes
- ◆ Obtain and process Location Expenditure Reports at the conclusion of film production activity

City Personnel, Equipment and Facilities

The City of Virginia Beach shall permit the film production industry to utilize the variety of backdrops afforded within the City as locations for filming or videotaping, so long as the locations do not unreasonably interfere with the public health and/or safety nor unreasonably endanger any property. Production companies are permitted to use equipment, space, and/or City personnel provided such use does not result in the reduction of services or an increase in cost to the taxpayers. However, the City of Virginia Beach may require

reimbursement for additional City services requested outside of normal working hours. For all filming activities which take place on City property, please also note the requirement for a Certificate Of Insurance, showing coverage in the amount of \$1 million and naming the City of Virginia Beach as Additional Insured or Certificate Holder.

A. Additional City Services:

1. When a film company requests additional City services (rescue, firefighter, traffic engineering, etc.), the services will be provided by extra-duty personnel and reserve equipment.
2. Extra-duty personnel shall be compensated at time and one-half, in accordance with the City's Overtime Policy, PPM-15. Equipment charges shall be made at departmental costs, to include gas and mileage.
3. Extra-duty personnel will be paid through their department payrolls and will be covered by City insurance. Individual departments will be responsible for keeping a record of the manpower and equipment used. As soon as department support of a film production project is completed, an itemized account shall be submitted to the Special Events and Film Office. The Special Events and Film Office will verify this information and forward it to the Finance Department. The Finance Department will bill the production company for payment of these additional City services.

B. Props and Extras:

1. Requests for Police and Fire equipment to be used as props shall be approved by the Police Chief/Fire Chief or his/her designee.
2. All Fire Department equipment approved for use as props shall be operated by an off-duty Fire Department employee (film extra) whom the Fire Department has certified and approved as a qualified operator of the equipment.
3. All Police Department equipment approved for use as props shall be operated by an off-duty City sworn officer (film extra) not engaged in law enforcement activities whom the Police Department has certified and approved as a qualified operator of the equipment.
4. All other City equipment shall be operated by an off-duty City employee (film extra) whom the department has certified and approved as a qualified operator of the equipment.
5. Any City employee (film extra) operating City equipment used as props shall be an independent contractor paid directly by the film company. Department heads shall ensure that such employees are advised in writing that when they are performing as film extras, they are employees of the film

production company, not the City. Further, such employees shall be advised that they shall comply with the provisions of the Department of Personnel's Policies and Procedures PPM-82, "Second Jobs."

6. If necessary, other City property may be provided for use as props in a production and may or may not have associated costs for this use.

C. Security and Associated Functions:

1. Security and associated functions not provided as City services may be obtained by request to the Police Department, and shall be subject to the availability of sworn personnel and reserve equipment not otherwise engaged in City business. Notwithstanding any other provisions of this policy, Police personnel providing security and associated functions shall be paid by the film production company.
2. If a film production company uses a private uniformed security firm, it shall be licensed by the Commonwealth of Virginia and fully insured at limits approved by the City. Private security companies should only be hired for equipment security and crowd control and not for law enforcement duties such as traffic control.

D. Facilities and Streets:

1. Film companies shall be charged whatever fee structure has been established for use of particular City facilities. Use of all other public buildings (excluding City schools), facilities, and streets shall be made available at no charge, unless such use results in cost to the City. Any such costs incurred shall be reimbursed in total by the film production company.
2. If a film production company wishes to film on public property not under the City of Virginia Beach's jurisdiction, applicants shall obtain the permission, consent and/or lease for use of the property from the appropriate agency. A copy of that permission agreement shall be given to the Resort Management & Special Events Office for inclusion in the applicant's permit file.

Residential/Commercial/Industrial Public Rights-of-Way

1. Residential areas may/can be used for filming only between the hours of 7:00 a.m. and 10:00 p.m. Night shooting between the hours of 10:00 p.m. and 7:00 a.m. is restricted without the prior joint written approval from the Resort Management & Special Events Office and the Police Department. Commercial areas may be restricted during certain hours due to considerations such as rush-hour traffic. Otherwise, commercial areas are available for filming. Industrial areas can be used for filming 24 hours a day, with care given not to affect the work activities in the area.
2. The permittee, no later than 48 hours before the shooting in a residential neighborhood, commercial or industrial area, shall notify in writing the residents and businesses in those areas as to the company, shooting times, special activities, and the name, address, and phone numbers of the company's local office. Prior to filming, the Resort Management & Special Events Office shall be notified that this information has been distributed, and a copy also shall be supplied to that office.

Private Property

Film production companies shall obtain the private property owners' permission, consent and/or lease for use of their property. A copy of that permission agreement shall be given to the Resort Management & Special Events Office for the applicant's permit file.