

# **Filming Guidelines For Allegheny West**

Allegheny West Civic Council

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**Allegheny West Civic Council Film Guidelines**  
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**General Statement:**

The Allegheny West Civic Council (AWCC) welcomes filming in the neighborhood both as a recognition of the character of Allegheny West (AW) and as a contribution to the economy of the City. However, because of the impact of filming on area residents and businesses and the frequency of filming in the neighborhood, we expect that any production company filming in AW will adhere to the following guidelines.

**Guidelines / Expectations:**

1. **FIRST CONTACT** – First contact should be as soon as there is a serious interest, or significant likelihood of interest, in the neighborhood as a location. When this occurs the production company should contact the AWCC film committee, who will in turn inform affected residents to determine if there are objections to the anticipated shoot. If there are objections, the film committee will inform the production company and the Pittsburgh Film Office.

As a part of this process, the production company should provide the AWCC film committee with a written description of details of the projected shoot, including nature and location of scenes to be shot, whether interior or exterior, anticipated hours and dates of shoot, and equipment and exterior props to be used.

2. **SUBSEQUENT CONTACT** – As soon as decision is made to use AW as a location, the production company should contact the film committee and affected residents. Depending on nature and length of shoot, production companies should plan to meet personally with affected residents and businesses.
3. Information letters or leaflets to area should be: (a) distributed initially at least two weeks prior to scheduled shoot dates and should be followed up with changes and reminders; (b) at a minimum area residents and businesses should be informed about nature of shoot, the schedule, anticipated street closings and the like, name of contact person(s), and a general parking plan including sites for alternate parking.
4. The film company shall identify a location manager to be the contact person for all questions and concerns about the filming including property damage.

5. If streets are to be closed for filming, thus displacing on-street parking, there should be adequate signage so indicating, and alternate parking sites should be obtained. Likewise, if streets are to be closed for through-pedestrian access, there should be adequate signage at both ends of a block so indicating.
6. Streets should not to be closed solely to provide parking for film crews.
7. Restrictions on pedestrian access should be kept to a minimum, and any cut-offs should be limited to periods necessary to shoot.
8. Heavy equipment including generators and large trucks should be kept off residential streets as much as possible and/or placed where impact on residents is minimized.
9. Hours for Filming - Filming between 11:00 PM and 7:00 AM should be kept at a minimum, and all affected residents are to be notified in advance.
10. Light & Sound - Filming between 11:00 PM and 7:00 AM which is expected to be illuminated and/or noisy should be kept at a minimum, and all affected residents are to be notified in advance.
11. Clean-up following a shoot must be immediate.
12. Upon completion of filming, signage must be immediately removed.
13. The AWCC encourages each production company to include in its budget a contribution to help preserve and maintain the character of the neighborhood.
14. The Warner Brothers Code of Conduct should be adopted in writing and followed by all production companies.
15. All production companies filming in AW should acknowledge in writing that they have read and subscribe to these guidelines, as well as the Code of Conduct.



## **FILMMAKERS CODE OF PROFESSIONAL RESPONSIBILITY**

**To the Public:** We are pleased to be filming in this location and appreciate your cooperation. If you find this production company is not adhering to the Filmmakers Code of Professional Responsibility, please call Lisa Rawlins at (818) 954-1990 (office).

**To our Production Companies:** You are guests and should treat this location, as well as the public, with courtesy. If we do not conduct our business in a respectful professional manner while working in our local communities, we cannot expect cooperation from the communities in the future. Please adhere to the following guidelines.

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps and meal areas). The filming notice should include:
  - \* name of company
  - \* name of the production
  - \* kind of production (e.g. feature film, movie of the week, TV pilot, etc.)
  - \* type of activity, and duration (i.e., times, dates and number of days, including prep and strike)
  - \* company contact (first assistant director, unit production manager, location manager)

The Filmmakers Code of Professional Responsibility should be attached to the filming notification distributed to the neighborhood.

2. Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
3. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of the vehicle.
4. Do not park production vehicles in, or block driveways without the express permission of the municipal jurisdiction or driveway owner.

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5. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals. All trash must be disposed of properly upon completion of the meal. Remember to use the proper receptacles for trash (e.g., napkins, plates, coffee cups, etc.) that you may use in the course of the working day.
6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
7. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.
8. Every member of the cast and crew shall keep noise levels as low as possible.
9. Do not wear clothing that lacks common sense and good taste. Shoes and shirts must be worn at all times, unless otherwise directed.
10. Crewmembers shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste (e.g., pin-up posters...).
11. Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
12. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
13. All construction, strike, catering, crafts service, and personal trash must be removed from the location.
14. Observe designated smoking areas and always extinguish cigarettes in butt cans.
15. Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
16. The company will comply at all times with the provisions of the filming permit.

We appreciate your cooperation and assistance in upholding the Filmmakers Code of Professional Responsibility.

I have received and read the "Filmmakers Code of Professional Responsibility."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date