



Keys to the City

The Mayor's office of Film, Theatre and Broadcasting welcomes you to New York City: the birthplace of filmmaking and home of the greatest film locations in the world. 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.

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

Before the shoot...

- c Familiarize yourself with the neighborhood in which you're shooting. Be considerate of schools, churches, senior centers, funeral homes, etc.
- c Notify the community board, city council, block and merchant associations in which you are filming at least 48 hours in advance of your shoot.
- c 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. These letters should be posted in lobbies and on light poles, and delivered to businesses at least 48 hours before shooting.
- c Assure businesses that you will allow customer access and truck deliveries.
- c **NO PARKING** signs will be posted a minimum of 48 hours in advance. Parking may not be held more than 24 hours in advance.
- c If applicable, **VTU NO PARKING** signs have been posted before the last legal time that someone could have parked.
- c Use elastic bands or string when posting resident letters or parking signs on trees.
- c Provide blackout material to residents' windows for night exterior shoots.
- c All necessary permissions for government agency-run properties (i.e. Authorized parking, parks, MTA properties, bridges, courthouses, etc.) have been obtained.

During the Shoot...

- c Locations departments and Parking PAs should be sensitive to neighborhood needs while holding parking in advance. Do not interfere with areas such as handicapped parking, driveways or moving van access zones. Do not block fire hydrants.
- c 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.
- c 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.
- c Ensure there is at least 13.5 feet for a fire lane on all streets involved.
- c Do not hold or block traffic without a police officer or traffic agent. The NYPD Film Unit exists to work with you on traffic and safety needs.
- c Make certain that trucks and campers fit under trees to avoid damage to branches.
- c Find nearby lots to park campers and other non-essential vehicles if you are going to be at a location for multiple days.
- c Do not park catering trucks or honeywagons in front of active restaurants.
- c Do not park generator trucks in front of residential buildings. Do not leave truck engines idling under residents' windows.
- c Do not allow crew or extras to park on set.
- c Any free standing generators must be baffled with fireproof/non-flammable material.
- c Have copies of the Vehicular Tow Unit (VTU) relocation list on set.
- c Keep noise to a minimum when arriving in a neighborhood before 7 a.m. or filming past 10 p.m.
- c 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.

- c Patronize local businesses during breaks.
- c Have copies of all permits issued on set for general public viewing.

After the Shoot...

- c 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 and VTU signs that your production posted.

Contact the Mayor's office of Film, Theatre and Broadcasting for assistance @ **212.489.6710** or by calling **311**. After business hours please call the NYPD Movie/TV Unit @ 718-281-1235. Visit our website @ **www.nyc.gov/film**.

[I have read and agree with the above directives. I will distribute copies of this document to all employees of this production.]

Signature of Producer or Production Manager Title Date

Print Name of Producer or Production Manager

Production Company Project Name