



## FILM AND PHOTO SHOOTS RULES AND REGULATIONS

Film, video and photo production companies must adhere to the following rules and regulations when working on the licensed premises. Any exception must be requested at least 2 business days prior to the location production by calling Sharon Walton at (415) 554-6321.

### ACCESS

Hours specified in the Use Agreement are the only hours Licensee and their staff, vendors, performers, volunteers and guests may access the licensed premises or its support spaces. War Memorial staff must be present at all times. Events must end as designated in the Use Agreement, unless prior approval is granted by War Memorial.

### CANDLES & HEATING DEVICES

Use of candles, open flame, sterno and electrical equipment must be approved in advance, and candleholders must meet specifications of the San Francisco Fire Code (i.e. candleholders extend 2" above the flame).

### CARE & PROTECTION

Special care should be taken to preserve and protect floors, walls, elevators and equipment. Use carts and dollies with rubber wheels to prevent scratching floors. Avoid dragging or rolling metal items, and items with metal edges, bases or glides. There is no use of tape, staples, tacks or nails to affix materials.

### CLEAR PATHWAYS

The Licensee may not prohibit or obstruct vehicular or public access to paths, streets and roads without express permission.

### COURTESY

The Licensee must acknowledge that the primary purpose of the War Memorial is to serve the public and its resident companies. If permission is granted to temporarily exclude the public or other facility users from certain areas for production purposes, Licensee must use the utmost courtesy in doing so.

### FOLIAGE

No tree, shrub or other plant material may be trimmed, pruned, altered or removed without express permission.

### FOLLOWING INSTRUCTIONS

Licensee and their staff, vendors, performers, volunteers and guests must follow all instructions given by War Memorial staff. Failure to do so may result in an individual being ejected from the building and refused any right to return.

### HAZER

Generation of mineral oil based smoke, mist or fog is not allowed. Permission to use water based fogging equipment may be considered upon request.

#### ITEMS NOT PERMITTED

Mylar balloons, birdseed or rice for throwing, keg beer, confetti, glitter or loose flower petals. Licensee shall not cause any Hazardous Material or bottled gas to be brought upon, kept, used, stored, released, generated or disposed of in, on or about War Memorial Property, or to be transported to or from War Memorial Property, without prior written approval by War Memorial as well as submission of a Site Safety Plan by Licensee to War Memorial for approval no less than 3 business days in advance of proposed use of Hazardous Materials

#### LIMITATIONS ON STRUCTURES

Structures, sets or other props (other than hand held) are not allowed without express permission.

#### NOISE LEVELS

Because the War Memorial Performing Arts Center is a multi-use venue, we cannot permit noise that adversely affects other building activity. During all work, noise should be kept to a minimum so as not to disrupt other building users.

#### POSTING OF DISPLAY MATERIALS

Use of display areas is a non-exclusive right and Licensee will not post or allow to be posted any signs, cards or posters on the premises, except as approved in advance.

#### RESTORATION

When load out is complete, Licensee or their designated representative will accompany the War Memorial Event Manager on an inspection of all areas used for the event. The contingency fee may be withheld if:

- Licensee does not complete room break down and restoration.
- Event access hours exceed those specified in the Use Agreement.
- There has been damage to the facility or its equipment.
- Additional funds are required for rent, personnel fees or equipment rentals.

#### SECURITY GUARDS

War Memorial Security Staff is responsible for building security. Additional private security can be arranged as needed by War Memorial. The licensed premises are open to the public and home to a wide variety of tenants. Specific event security needs should be presented in advance.

#### SET-UP & BREAK DOWN

Licensee is responsible for all set-up and break down, and for proper movement and storage of all equipment. As the licensed premises will have simultaneous other uses, Licensee is responsible for maintaining clear access for public and staff while moving any equipment.

#### SMOKING

Smoking is prohibited by law inside all licensed premises. Permission to smoke for filming purposes must be requested and approved in advance.

#### STAKING

Because of irrigation lines, as well as underground gas and electric lines, staking is not permitted. If permission is granted to install tents, equipment, sets, props (etc.) they must be secured by sand bags, water barrels or some other approved manner. Nothing may be attached or tied down to any structure, fence, tree etc. without express permission.

#### STORAGE

The licensed premises have limited storage for rental items and supplies. All deliveries must be scheduled in advance. War Memorial accepts no responsibility for stored equipment or supplies.

#### VEHICLES

Production vehicles must be parked on the street. Permission may be granted to use a paved pedestrian path only for the purpose of loading and unloading equipment. If permission is granted to traverse a paved pathway, special care must be taken to keep tires on the pavement, particularly at corners. If it is not possible to traverse the entire pathway in this manner, planks, plywood or other approved protection must be used.

#### WASTE REMOVAL

The capacity of existing trash barrels and dumpsters is based on the normal public usage of the facility. Because of this, the Licensee is not allowed to use existing dumpsters and barrels, and must remove from the site any and all garbage or refuse generated by their production and/or food catering.