



# CITY OF WEST HOLLYWOOD

## CODE OF CONDUCT (FROM WARNER BROTHERS)

**To Film Companies:** You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward improving our relationship with the local communities in which we work, we will see more production leaving Southern California, resulting in fewer jobs for us all. Please adhere to the following guidelines.

**To the Public:** If you find this production company is not adhering to the Code of Conduct, please call Eddie Robinson, West Hollywood Film Coordinator, at (323) 848-6489. In cases of emergency where you are unable to contact a Los Angeles County Sheriff's Deputy at the location, please call the West Hollywood Sheriff's Station at (310) 855-8850 and ask for the Watch Sergeant.

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 Film Office requires a notification letter to be distributed to all residents or merchants within 500 feet, with a copy of the Code of Conduct attached. This notice will include:
  - \*name of company
  - \*name of the production
  - \*kind of production  
(e.g., feature film, tv pilot, movie of the week, 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 or location manager)
2. Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than that 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. When a production pass identifying the employee is issued, every member of the crew shall wear it while at the location.
4. The removal, moving, or towing of the public's vehicles is prohibited without the express permission of the Film Office or the owner of the vehicle.
5. Do not park vehicles in, or block driveways without the express permission of the Film Office or driveway owner.
6. 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.

7. Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the Film Office or property owner.
8. Remember to use the proper receptacles for disposal of all napkins, plates and coffee cups you may use in the course of the working day.
9. 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.
10. Every member of the cast and crew shall keep noise levels as low as possible.
11. Articles of clothing that do not display common sense and good taste should not be worn by crewmembers. Shoes and shirts must be worn at all times, unless otherwise directed.
12. Crewmembers shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste (i.e., pin-up posters).
13. Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
14. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
15. Make sure all catering, crafts service, construction, strike and personal trash is removed from the location.
16. Observe designated smoking areas and always extinguish cigarettes in butt cans.
17. Cast and crew shall refrain from the use of lewd or improper language within earshot of the general public.
18. The company will comply at all times with the provisions of the filming permit.

**The City of West Hollywood appreciates your cooperation and assistance in upholding the Code of Conduct.**