



## CITY OF WEST HOLLYWOOD

### POSTING INSTRUCTIONS FOR FILMING IN WEST HOLLYWOOD

#### General Policy:

All equipment and vehicles associated with filming activity in the City of West Hollywood must park in areas posted with “*No Parking*” signs, or on private property, only. Crew cars must park on private property, and may not park on City streets, whether posted or not.

- The film company is responsible for the posting of “*No Parking*” signs.
- “*No Parking*” signs may be posted **only** in areas approved by the Film Office, and where signatures of approval has been secured.
- Crew cars are prohibited from parking on City streets, whether posted or not. Posting is for production equipment and vehicles **only**.
- “*No Parking*” signs must be posted **24 hours** in advance of the permitted starting time of filming in **commercial** areas -- but no more than **48 hours** in advance. In **residential** areas, “*No Parking*” signs must be posted at least **48 hours** in advance of the permitted starting time of filming. “*No Parking*” signs posted any later are not legally enforceable. In any case, no vehicles may be towed without approval of the Film Coordinator and/or a Sheriff’s deputy assigned to the production.
- “*No Parking*” signs are available at the Film Office, 8300 Santa Monica Blvd., third floor. Film companies will be given the “*No Parking*” signs, and a copy of the correct wording for the sign to be copied and attached to each sign.
- “*No Parking*” signs may be attached with plastic wrap, string, or plastic coated wire. All other materials are forbidden -- **no staples, nails or tape may be used**. “*No Parking*” signs may **not** be attached to street trees. In areas with parking meters, each individual parking meter must be posted.
- “*No Parking*” signs must be removed by the permittee or a designated agent of the permittee immediately after filming is completed.
- **NOTE: ANY WILLFUL FALSIFICATION OF THE DAYS AND TIMES OF FILMING, OR OF THE APPROVED POSTING AREAS, WILL RESULT IN IMMEDIATE REVOCATION OF THE FILMING PERMIT.**

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