



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 at least **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. Signs must be verified by the City prior to this minimum timeframe for any enforceability. “No Parking” signs posted or verified 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 Parking Office in the automated parking structure behind City Hall: 8300 Santa Monica Blvd (entrance on Sweetzer – 1085 Sweetzer). 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.**

Contact:

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