

GUIDELINES FOR FILM PRODUCTION IN THE GARDEN DISTRICT

The Garden District Association is an active neighborhood organization dedicated to the preservation of safety, character and ambience of the area. Formed over 50 years ago, the Association represents the neighborhood bounded by Josephine Street, Magazine Street, Louisiana Avenue and Carondelet Street in uptown New Orleans. Below are a few guidelines structured by the Association and distributed to all companies interested in any type of film or video production in the area in an effort to assist the production to run smoothly for all involved.

Notification

1. Advance notification to the GDA is requested at least two weeks prior to move-in. Larger films with longer filming times should give two-three weeks notice. Call the Executive Director of the GDA, 504-525-7608 to discuss specific requests.
2. Fliers with specific pertinent information must be distributed to the neighbors within a 2-block radius no later than five days prior to start of production. Please see attached sample.

Parking/Street Closures

1. Parking signs indicating the name of the production company and the correct times and dates of restrictions should be posted no later than 24 hours prior to the actual production move-in. Parking should be restricted only on one side of any street.
2. All non-essential production vehicles, and all crew vehicles, must park in an off site parking lot that should be secured by N.O.P.D. officers.
3. Production vehicles should be parked on one side of the street only. Sidewalk parking is strictly prohibited as many surfaces are of brick, cobblestone and flagstone. Larger vehicles should be parked in the middle of the block to maintain site lines for intersections. (ie: Prytania Street between First and Philip streets)

Safety/NOPD

A sufficient number of uniformed NOPD officers should be hired by the production crew to properly handle safety concerns, facilitate street closings and assist in traffic detours, safe street crossings, access to parking for the neighbors and other disruptions. NOPD officers should work with the neighborhood patrol officers in accommodating neighbors concerns/issues.

Production Limitations

1. Arrivals of equipment or vehicles for production or related activities should take place **no earlier than 7:00 a.m.** on weekday mornings and no earlier than 8:00 a.m. on weekend mornings.
2. Departures should be completed and all vehicles moved out no later than 11:00 p.m. on weekdays, and midnight on Fridays or Saturdays. Loud noises and voices in the area should be restricted to these times as well.
3. Production at any one location in the neighborhood should last no more than 4 days and no location within the Garden District be used more than twice within one year with no less than four months between productions.

4. No filming will be allowed on New Year's Eve, Mardi Gras weekend and Day, St. Patrick's Day (Parade Day), Thanksgiving, Christmas Eve, or Christmas Day.

Feeding the Crew/Dressing the Cast

All catering functions and meal service must be stationed in an off-site eatery/cafeteria. Ditto for the wardrobe trucks.

Cleanup/ Site Alterations

1. Garbage and trash should be disposed of daily through an arranged trash hauling service. Trash should not be left on the streets for regular city pick-up. All honey wagons and portalets should be emptied and sanitized no less than every day if left in the area. These facilities should be moved out along with all other production vehicles.

2. Any alterations to the streetscape, landscape and environment shall be removed and the site restored to its original condition within 48 hours of the closing of production. All posted signs restricting parking should be removed as soon as the site is no longer needed or at the latest, at the time of load out.

Donation to the Association

All production companies are asked to make a daily donation to the Association in support of its ongoing efforts to preserve the beauty and integrity of the neighborhood. The donation requested is based on the size of the film and the scope of disruption involved. (\$500-1000 per day is an average donation.) Our Tax Identification number is 72-0461163.

We look forward to working closely with you in creating an inviting and cooperative climate for your production in our neighborhood. Please feel free to call us to review these guidelines and discuss the details of your project. We urge you to keep in mind that the Garden District is a residential neighborhood where we hope you will be considerate of the people who live here. They are the ones who help to make it a great place to live, work and create a great setting for national and international productions.

**For more information, please contact:
Garden District Association
5329 Dryades Street, Suite A
New Orleans, LA 70115
Tax Identification #: 72-0461163
Phone: 504-525-7608
Fax: 504-894-8926
Email: gardendistrictno@bellsouth.net**

Sample notice to neighbors for video and film productions.

Location Manager,

Please distribute to all neighbors within a two-block radius of the filming location at least 5 days prior and send a copy (via email) to the GDA office to distribute as well. Please send a copy to the Garden District Association before distributing to the neighbors to check for "red flags".

Email address is gardendistrictno@bellsouth.net

Many thanks!

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Date

Dear Garden District Resident,

The xyz Production Company from Los Angeles has chosen 1515 Second Street, home of Betty and Bobby Hiller, as a filming location for the production "QRX", a cops and robbers television movie starring Mel Gibson and Sylvester Stalone. The scenes to be shot include both interior and exterior shots and will cause minor disruption to you and your neighbors.

We will begin preparing the location and will be using the area immediately surrounding 1515 Second Street from Monday, April 1 at noon until Wednesday, April 3 at 9pm. In the case of rain, the production may be postponed until the following day. If re-scheduled until a later date, new notices will be distributed to all neighbors in the immediate area.

A few facts regarding our production follow:

Hours of Operation: Each day, we will begin pre-production preparation no earlier than 7:30 am and break down no later than 9:30 pm. On the weekend days, pre-production may begin at 8:00 am and end at 11:00 pm.

Parking/No Parking: In order to allow the production to run smoothly, we have requested that the essential vehicles be parked on both sides of Prytania Street between Second and Third streets and on one side of Third Street. The city will be posting " No Parking" signs in this area. All crew/talent cars and non-essential vehicles will need to be parked outside of the neighborhood.

Security/Traffic Assistance: NOPD officers have been hired to assist in traffic problems on Prytania and Fourth and for security in the blocks surrounding the location site. Safety cones

and "slow" will be positioned on Prytania near the intersections to encourage all drivers to be extra cautious.

Lighting: Because we will need to shoot a scene after dark, extra lights will be brought in by small cranes. We will do our best to situate the lights so as not to unduly disturb any of the neighbors. If these become a nuisance to you or your family, please do not hesitate to let us know.

Noise: Noise disturbances will be kept to a minimum during move-in and move-out as well as during the filming process. There will be no loud music, gunfire or explosions, or generators used.

Crew Catering: We have arranged for the crew to be fed on Monday, Tuesday and Wednesday at an off-site eatery. No on-site catering or feeding will be done.

Trash/Cleaning: We have made arrangements with the city to leave the area in the same or better condition than it was found. Minor changes to the streetscape will be made with the addition of bricks along the sidewalks and sand placed in the street. Before our departure, the site will be cleaned and restored to its present condition and all trash will be hauled away.

Donation to the neighborhood association: We have met with the GDA Film Committee to discuss many of these details and have agreed to make a donation of \$_____ to the Association in support of their efforts to keep this area as a great filming location.

We hope that you will enjoy watching as we work on the many details involved in this production and invite you join us on the set next week. Please note that we have made every effort to assure that this production will cause, at best, a minor inconvenience to all of the neighbors. However, if any of this creates a significant hardship for you, please contact me through the numbers below so that we may assist you.

Sincerely,

ABY CBOT,
Location Manager

Digital beeper: 555-5555 or XYZ Production Company Office: 666-6666.