

# GUIDE TO FILMING IN THE CITY OF COVINGTON

## In compliance with Covington Code of Ordinances, Chapter 84: Filming

Thank you for choosing the City of Covington as a location for your film project. You will find pertinent information below with regard to film permit application, requirements, and fees (if applicable). The Mayor's Office of Cultural Arts & Events (CA&E), located at the Covington Trailhead, 419 N. New Hampshire Street, (985) 892-1873, will be your primary City contact. (Nothing herein shall apply to the local or national television news media.)

**A film permit is required for all commercial filming activity within the City of Covington, whether on public property, public right-of-way, or private property. No permit shall be processed without complete information.**

### Film Permit Application Requirements

The film permit is issued by the CA&E office.

Please submit the following documents to CA&E:

- Film Application (available through CA&E office or [www.covla.com](http://www.covla.com))
- Certificate of Insurance
- Copy of these guidelines signed by noted personnel
- Confirmed location list and shooting schedule

### Revocation of Film Permit

Failure to comply with the following guidelines may result in fines or the revocation of your film permit. Grounds for revocation include: (1) misrepresentation in permit application, (2) violation of film permit, (3) other violations determined by City Administration in which productions will be allowed a reasonable time to resolve upon request. Fines may be assessed against the production in the following circumstances: (1) failure to comply with film guidelines, (2) failure to correct a breach of the permit granted by any City department (3) violation of any City code not exempted by the permit. Should any individual production incur three infractions, they will be requested to meet with CA&E for a permit review and possible permit suspension. A fourth infraction will result in the revocation of the film permit.

### City Street Closure Requests

Street and lane closures must adhere to all City ordinances for signage and detour lanes to ensure the safety of the public. Covington Police Department Officers must administer all Intermittent Traffic Control (ITC) and approved street closures. Production Assistants or other crewmembers cannot control vehicular traffic.

All parking and street closures requests must be obtained in sufficient time to allow for the required 24-hour advance posting of "NO PARKING" signs. Should you not have a 24-hour prior posting period, vehicles may park in existing available parking.

- **Special requests or conditions** may be attached to a permit to ensure minimal danger to the health and safety of persons, undue disruption to neighboring residents and/or businesses and traffic congestion. Such request and conditions will be reviewed at the City Production Meeting by all parties and assessed on a case-by-case basis.

- **ITC and street closures** are not granted during the morning and evening “rush hours” Monday thru Friday (7am-9am and 4pm-6pm). Exceptions may be requested and will be considered on a case-by-case basis.
- **Parking signs**
  - Posting and removal is the responsibility of the production company
  - Posting locations must be reviewed with Code Enforcement
  - Indicate the date and hours included in the parking restrictions, production name, and contact telephone number

## Levels of Film Impact, Production Responsibility & Fees

Levels of film impact are determined on a location-by-location basis and are described below.

### General Film Activity is defined as:

- No discernible interruption of pedestrian traffic
- No interruption of vehicular traffic
- No permitted parking on City streets
- No activity outlined below in Low, Medium, and High impact categories
- FEES: Application \$25; No impact fees required

### Low Impact Filming is defined as:

- No discernible interruption of pedestrian traffic (including sidewalks)
- The administration of Intermittent Traffic Control (ITC) in which vehicular traffic is held for no more than three-to-five-minute intervals
  - Minimal impact on normal business or residential activities
  - Limited permitted parking on city streets of no more than 4 blocks
  - FEES: Application \$50; Impact fee \$350/day; \$200/half-day

### Medium Impact Filming is defined as:

- The use of simulated gunfire
- The administration of street closures for 1-3 film working days at one location
- Film activity conducted over nighttime hours
- Limited permitted parking on City streets of no more than 8 blocks
- FEES: Application \$100; Impact fee \$750/day; \$400/half-day

### High Impact Filming is defined as:

- Film activity that exceeds more than five (5) continuous film working days at one location
- High speed car chases or crashes
- Use of pyrotechnics or explosives
- Use of low flying aircraft
- Activity which interrupts pedestrian traffic and/or restricts access to residential and business activity
- Limited permitted parking on City streets of no more than 12 blocks
- FEES: Application \$150; Impact fee \$1,500/day; \$800/half-day

Location Fees for Film Day*	Hourly	Half Day	Whole Day
• Municipal Buildings	\$200	\$300	\$600
• Municipal Parks	\$200	\$500	\$1,000

- Covington Trailhead \$250 \$600 \$1,200
- Covington Cemetery \$150 \$250 \$500
- Ox Lot Parking \$50 \$125 \$150

*\*NOTE: Cost (if applicable) for Prep and Wrap-up Days is 1/2 of Film Day Fee*

**Road Closure Fees (per block)**

- Residential Neighborhood \$200 first 4 hours, then \$50 hourly
- Commercial District \$300 first 4 hours, then \$75 hourly
- 18-Wheeler Parking Additional \$75 hourly rate per vehicle

**Covington Police Department**

- Police Detail Officer, 4-hour minimum
- \$35/hour per officer (non-flagging) / \$40/hour per officer (flagging)
- Detail Officers will be assigned by the Covington Police Department as required to ensure public safety at the discretion of the Covington Police Department on a case-by-case basis.

**Covington Fire Department**

- Fire/Emergency Medical: \$35/hour per officer, 4-hour minimum
- Detail Officer(s) will be assigned by the Covington Fire Department as required to ensure public safety at the discretion of the Covington Fire Department on a case-by-case basis.

**Water Usage Requests**

24-hour advance notification and non-refundable \$250 deposit are required for scene water usage. A description of the scene is required along with an estimated usage time period. Water used will be calculated at a rate of \_\_\_\_\_.\* (The deposit will be put toward the usage expense.) Also, the necessity for additional Fire/Police Detail Officers shall be determined. (\*See Cindy Samuel.)

**City Production Meeting**

All medium and high impact film projects are required to participate in a City production meeting. Low impact film projects may be required to participate in a City production meeting as determined by CA&E department. Projects designated as General Filming will receive a film permit once application requirements (see page 1) are met and may not be required to participate in production meeting. This meeting is an opportunity for your production team to engage in a one-on-one consulting session with City departments to troubleshoot any logistical issues that may arise. At this meeting your Location Manager will present a production packet containing your location schedule and any “NO PARKING” or street closure requests. At this time, community notification procedures will be discussed after public impact is assessed.

**City Departments represented at production meeting:**

- Cultural Arts & Events (CA&E)
- Mayor’s Office
- City Council – District Representative
- Director of Administration
- Police Department
- Fire Department
- Code Enforcement
- Public Works

- Facility Management
- Any other applicable City Department

**What the production packet should include (bring enough copies for all attendees above):**

- Overall calendar for the duration of your shoot in Covington detailing location and physical address for each day.
- A detailed schematic for each location in Covington should include:
  - Symbol identifying each location
  - Name of location
  - Physical address of location
  - Whether you are filming interior, exterior, or both
  - The location of your base camp and crew parking
  - The location of your catering activities
  - Times of Activity
  - Arrival of trucks, call time, filming time, departure of trucks
  - Special requests – Intermittent Traffic Control (ITC) or street closures
  - Parking Requests (Streets and block numbers should be clearly marked.)
    - Areas requested “cleared for shot” should be clearly marked
    - Areas requested for the parking of essential vehicles should be clearly marked
    - A list of block numbers being requested should also appear at the top of the map

At the conclusion of the City production meeting, in accordance with approval of proposed activity, a film permit will be given once it is determined that the (1) all disruptions to neighboring residents and/or businesses have been accounted and planned for, (2) a certificate of insurance is on file with CA&E, and (3) CA&E has received a signed copy of the film guidelines.

**Filming in Business District / Neighborhoods**

Only essential equipment and working vehicles can be parked on location. All other vehicles including catering, crew, and extra vehicles must be parked off site in a production company secured parking site (base camp). All trucks over 31 feet must be parked in base camp unless previously cleared with CA&E. Please be aware of the following:

- Production vehicles must obey all parking laws.
- Special effects that may cause concern (sirens, stunts, gunshots, speeding cars, controlled fire, smoke, flashing lights, or other loud noises) must be cleared in advance with CA&E, Covington Police Department, Covington Fire Department, City Hall and other applicable City departments.
- Working trucks are not permitted to enter a neighborhood before 5am. without prior consent from CA&E.
- Pedestrian traffic must be maintained at all times unless previously approved by CA&E and Police Department.

**Neighborhood Notification**

Productions are responsible for communicating with the City departments, residents, and businesses to ensure the public is aware of “NO PARKING” requests, street closures, special effects and any other production activity. ADVANCE notification of the planned activity must be communicated through fliers distributed in the impacted area to inform residents and businesses of your activity. The fliers are the primary

notification for residents and must be distributed 72 to 48 hours prior to your activity. Distribution of the fliers must extend a minimum of two blocks in all directions from the key location and those impacted by the filming location/parking footprint. A sample of the notification flyer must be reviewed and approved by the CA&E department prior to your distribution. Notifications may be on production letterhead. Fliers must include the following information:

- Production Identification (name)
- Accurate date and times of filming
- Blocks affected by “no parking” restrictions including prep, film, and wrap days
- Description of filming activities including specifics regarding lights, noise, or special effects
- Local production office number, production cell, and/or location manager’s cell number
- Contact information for CA&E department

### **During and After the Shoot**

- Work to find resolutions with neighborhood/business concerns
- Do not block shop entrances, buildings, or driveways without property owner permission
- Be “good neighbors” to ensure that future productions are welcomed back. Please remember that your set is someone’s home, business or neighborhood.
- Garbage and trash should be disposed of daily and cannot be left on the streets for regular City pick up.
- “NO PARKING” and directional signs must be removed when they are no longer needed. Signs left after the production wrap date will be removed and the production may be fined.

**Office of Cultural Arts and Events | 419 New Hampshire Street | Covington, LA 70433**  
**office: 985.867.1202 | fax: 985.867.1205 | cell : 985.789.7183 | email: [sbonnett@covla.com](mailto:sbonnett@covla.com)**

The City of Covington Mayor’s Office of Cultural Arts & Events (CA&E) thanks you in advance for your cooperation and assistance in accordance with these guidelines. CA&E looks forward to working with you to make your production experience a positive one. Adherence to these guidelines will be to the benefit of all filmmakers, will protect the quality of life of our citizens, and ensure the success of the film industry in the coming years.

Your signature below acknowledges that you have read and agree to comply with the requirements and ordinances set forth in the “Guide to Filming in Covington.”

PLEASE SIGN BELOW AND RETURN A COPY TO THE CA&E OFFICE.

\_\_\_\_\_  
Production Company

\_\_\_\_\_  
Location Manager

\_\_\_\_\_  
Date

**Sarada Bonnett**  
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Office of Cultural Arts and Events  
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