



NEW YORK CITY

1. PROFILE

New York City is splintered by numerous waterways, and all but one of its five boroughs are situated on islands. The city is bordered by suburban areas to the east, north, and west. It's 300 square miles of bridges, landmarks, piers, subways, zoos, beaches, theatres, islands, airports, parks, libraries, mansions, skyscrapers and hundreds of ethnic neighborhoods. From Manhattan's Lower East Side renaissance to Brooklyn's "Little Russia" in Brighton Beach and back, the city contains an astonishing diversity of cultures and locales.

Because of its proximity to the ocean, New York City's climate is often moderated by sea breezes. One measure of its influence is the small variation in daily temperatures; another indication is a long frost-free season (more than 200 days.) Average summer temperatures range from 62-85°F and winter temperatures from 25-54°F. Precipitation is moderate and distributed evenly throughout the year. Brief thunderstorms erupt from May through October. For the rest of the year, precipitation can be widespread storms, heavy rain, snow, or a mixture of both. Snowfall increases to the north and west, with smaller deposit to the south. Humidity remains uniform in the metropolitan area, and tends to escalate during the summer season.

2. THE NEW YORK CITY MAYOR'S OFFICE OF FILM, THEATRE & BROADCASTING (MOFTB)

This office is the first call and central clearing house with a one-permit system for all motion picture and television production in New York City. The office provides services to projects in development by arranging surveys, site visits and background sources. For projects ready to go, the office coordinates all city agencies involved and troubleshoots emergencies during production. During filming, the office works in conjunction with a special Police Movie/TV Unit assigned to exterior locations throughout the 5 boroughs. A no-fee-no-charge policy (across-the-board) exists in New York City.

MOFTB serves as the central clearinghouse for its international production center, which provides 78,000 New York entertainment professionals with employment and generates over \$5 Billion dollars annually. It provides assistance for all kinds of productions, from major feature films and television series to commercials, music videos, documentaries and student films.

- **The New York City Mayor's Office of Film, Theatre & Broadcasting**
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Website: www.nyc.gov/film

3. THE MAYOR'S OFFICE — POLICE MOVIE/TV UNIT

Once a filming permit is issued by the Mayor's Office of Film, Theatre & Broadcasting, the special Movie/TV Unit of the Police Department, working with the Mayor's office, will coordinate all filming on exterior locations in New York City.

When a project is shooting at an exterior location and requires traffic control, re-routing, work in the street, or a scene with guns or uniformed police, producer must have the special NY Police Movie/TV Unit on the location.

All decisions on what is permitted are made by MOFTB, working in close consultation with the Police Movie & TV Unit, and other key city agencies as necessary. All police assistance is free and no gratuities should be given.

The functions of this unit include:

- (1) Assignment of police officers.
- (2) Special location problems.
- (3) Advice on police procedures for action sequences.
 - (a) Guns, explosions, etc., are tested in the police range by the Police Bomb Squad and Fire Department. All guns must be props and it is absolutely prohibited to use weapons capable of firing live ammunition.
 - (b) For chase scenes, the unit works closely with stunt drivers and

reviews the planned routes in the production. In case the selected area is not feasible the unit will recommend alternate sites.

- (4) Coordination with the Traffic/Highways Department.

- (5) Securing release of production vehicles covered by permit, which may have been towed from approved filming location.

A. Use Of Police Officers: New York City Police may not appear in films while on duty. Those who are off-duty or retired and have Screen Actors Guild membership may be hired as actors.

B. Use Of Police Uniform: Only inactive badge numbers may be used with prop shields that have an original look (but are not a precise copy.)

C. Use Of Police Equipment: Rentals or duplicates of police equipment should be procured. Failing that, the Unit has lists of companies that rent most types of police equipment. As a last resort, the Unit can make equipment available, free-of-charge, for a limited time.

D. Use Of Police Buildings: Active and out-of-use precinct houses may be available as long as police activity is not interrupted.

E. Filming Re-Confirmation: Permittees must re-confirm with the Unit by noon of the day preceding the shoot.

4. PERMITS

The Mayor's Office of Film, Theatre, & Broadcasting is the first and only government contact necessary for permit clearance. Permits can be issued for as long as needed, subject to availability of facilities. Permits are issued to applicants who film or televise on property subject to the jurisdiction of the City of New York, at the times and locations designated in it.

The Permit provides access to Public Locations and location parking, for essential production vehicles, throughout 300 square miles of public settings in the city's 5 counties, including 27,000 acres of city parks.

A. Advance Applications

(1) Very simple shoots of 1 or 2 days, or shoots of longer duration which are walk-and-talk, and are not working in the street, do not require police assistance. It is possible to get a permit for this type of project within 24 hours before shooting, providing the insurance certificate and permit application are presented in good order before Noon of the day before shooting.

(2) Applications made 24 hours in advance, or by 9:30AM of the day preceding filming will be processed for the next filming day. It is the applicant's responsibility to contact all private authorities, in advance, on their policies for motion pictures. The Office will contact the various agencies/individuals for an official response, while the permittee makes preparations.

(3) Outside deadline for all permit issuance in all cases, is by Noon, of the day before any shoot on a Tuesday through Friday, and by 5PM on the Thursday - before a shoot on Saturday, Sunday, and/or Monday.

B. Pre-Production Meeting

(1) For all feature films, television movies, series or specials, elaborate exterior commercial shoots, and music-videos doing exteriors with celebrities, multiple locations and/or playback, a pre-production meeting with the MOFTB is recommended about 3 weeks before shooting, and must be scheduled no later than 1 business week before shoot begins.

(2) This meeting generally reflects the completed planning for shooting and follows earlier discussions about location scouting among staff from this office, the location department and production manager, and representatives of other public and private location resources while location arrangements are in progress.

(3) After the main pre-production meeting at MOFTB, where the entire schedule is discussed, the permit's daily "Schedule A", detailing the location activities of feature films and TV movies and series, can usually be readily issued upon presentation at MOFTB. These longer and more complex productions customarily send along several "Schedule A" Forms, 3 to 4 days or more before the shoot dates, which helps the Police Movie/TV Unit to plan coverage.

C. Emergency Applications

Approvals cannot be guaranteed for emergency applications. In an emergency, permits may be altered by telephone.