



TREASURE ISLAND DEVELOPMENT AUTHORITY
Film and Photo Shoot Reservation Packet
Mirian Saez, Director of Island Operations

Thank you for your interest in Film and Photo Production on Treasure and Yerba Buena Islands. Located in San Francisco Bay, midway between San Francisco and Oakland, former Naval Station Treasure Island is under management of the Treasure Island Development Authority. Enclosed is information that will assist you in planning Film, Video or Photo Production on Treasure and Yerba Buena Islands. Please be advised that this information is descriptive only and is not a contract or a reservation.

To make an appointment to tour locations, or to receive additional information, please contact:

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Treasure Island Development Authority
One Avenue of the Palms, Second Floor
Treasure Island
San Francisco CA 94130
Main 415.274.0660
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TREASURE ISLAND DEVELOPMENT AUTHORITY

FILM AND PHOTO SHOOT PRODUCTION GUIDELINES

1. **APPLICATION PROCEDURE:** Interested production companies, studios, filmmakers and photographers (the "Production") shall submit the Film and Photo Shoot Production Application (the "Application") no later than 10 days prior to proposed shoot. **Dates and locations are not reserved until the Treasure Island Development Authority issues a Treasure Island Film and Photo Production Use Permit to the Production.** (See Section 4). Please note that Treasure Island and Yerba Buena Island remain the property of the United States Navy and use of all facilities leased by TIDA is subject to Navy approval. TIDA reserves the right to reject Applications received less than 10 days prior to the proposed shoot dates.

Productions shall provide a clear, accurate and detailed description of the scenes proposed for on-Island locations, including but not limited to any necessary street closures, intended use of replica weapons, intended use of theatrical smoke or fog, intended use of pyrotechnics, depictions of any branches of the U.S. Armed Forces, and intended stunts. Production shall provide all additional information requested by TIDA during the Application review process in a timely manner, and shall provide a copy of the shooting script and/or scene treatment(s) if and when requested by TIDA.

2. **NON DISCRIMINATION:** Applications will be processed without discrimination with regard to race, color, creed, religion, ethnicity, national origin, ancestry, age, sex, gender identity, sexual orientation, domestic partner status, marital status, HIV status, political affiliation, disability, weight, height, or any other grounds prohibited by law.

3. LIABILITY INSURANCE:

Employers' Liability Coverage with limits of not less than \$1,000,000 for each accident or occurrence, Comprehensive or Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate for bodily injury, property damage, contractual liability, personal injury, products and completed operations.

A certificate of General Liability Insurance and an appropriate Additional Insured endorsement form (Form CG20 or similar) are required prior to the shoot and must cover the entire time period that the Production will be working on-Island, including load-in and load-out days. Worker's Compensation and Automobile Liability Insurance coverage is required. If Production requests waiver of either the Workers Compensation or Automobile Liability coverage requirement, a letter must be submitted to TIDA for approval. The letter must be

on letterhead, dated, and signed, and must state the reason that such request for waiver is appropriate.

“The Treasure Island Development Authority, City and County of San Francisco, United States of America, acting by and through the Department of the Navy, and their officers, directors, employees and agents” must be named as additional insureds by endorsement. Failure to provide adequate insurance, including the required endorsements, shall be cause for cancellation of the location reservation.

4. **USE PERMIT:** Once the Film and Photo Shoot Application has been approved, TIDA will issue an invoice and draft a Treasure Island Film and Photo Production Use Permit (the “Use Permit”) for the Production. The Use Permit document shall dictate all terms, conditions and restrictions under which the Production shall be allowed use of on-Island locations, and sets forth the business terms and condition between TIDA and the Production for the use of the location(s). This Use Permit, signed by the Production, as well as all location fees (See Section 5), all additional applicable City permits and TIDA-imposed requirements (See Sections 7 and 8), and insurance certificates with endorsement forms (See Section 3) must be received by TIDA no later than 24 hours prior to the scheduled shoot for final execution of the Use Permit by TIDA and the Office of the San Francisco City Attorney. No modifications to the form of the Use Permit will be accepted. If all required forms and fees are not received by the specified time, the location reservation is canceled. The San Francisco Film Commission Film/Photo Use Agreement required for production in San Francisco is not required for production on-Island.

5. **LOCATION FEE:** A location fee is required for each day of filming. The location fee structure is as follows:

- Still photo shoot: \$500/day
- Film/video shoot (minor): \$1,000/day
- Film/video shoot (major): \$1,500/day
- Student projects (film & photo): Waived for exterior locations only, subject to requirements

(Please note these rates do NOT apply to production at Hangar 3. Please inquire with TIDA for Hangar 3 production rates and availability.)

Daily fees for set up and breakdown days at the location are 50% of the shoot day fee. Payment in full is required by check, cashier check or money order, made payable to "Treasure Island Development Authority" at such time as Production signs and delivers the Use Permit to Authority.

6. **"SCENE IN SAN FRANCISCO" PRODUCTION REBATE PROGRAM:** Location fees paid to TIDA for production of feature films and television series (episodes and pilots) are eligible for refund under the San Francisco Film Commission's "Scene in San Francisco" rebate program for qualifying productions. Pre-enrollment in the program is required and restrictions do apply. Contact the Film Commission at 415-554-6241 or go to www.filmsf.org for full information on the "Scene in San Francisco" rebate program.

Participation in this program does not relieve production of their obligation to pay Treasure Island Location Fees under the terms and conditions stipulated in this packet and in the Treasure Island Film/Photo Production Use Permit document.

7. **PARKING AND TRAFFIC MANAGEMENT:** Parking is allowed only in designated parking lots, or slotted parking spaces, as agreed-upon between TIDA and the Production. No parking on streets or roadways, and no road closures or blocking or stopping of on-Island traffic, is allowed without prior written approval from TIDA. Approval by TIDA of parking trailers, motor homes, trucks, or vehicles in roadways or streets, street or lane closures, or any type of Intermittent Traffic Control (ITC) will be contingent on coordination with the San Francisco Police Department (SFPD) and will require an onsite SFPD officer to facilitate traffic control. It is the responsibility of the Production to coordinate all required ITC as identified by TIDA, including any necessary staffing, equipment, and associated costs, with the SFPD ahead of the production. Failure to do as required will result in loss of location reservation.

The public must not be deprived egress or ingress to private property (no blocking driveways, alleys, doorways, or handicapped access). All posting of public streets or parking lots with "No Parking" signs must have prior approval of

TIDA and the SFPD. No Parking signs for shoots must be posted 24 to 72 hours prior to going into effect. All such No Parking and Itinerant Traffic Control requests must be approved and coordinated with the San Francisco Police Department's Movie Detail Coordinator at 415-553-9764.

8. ADDITIONAL FEES & REQUIREMENTS: Depending on shoot size and nature, issuance of a Use Permit may be conditioned upon additional requirements imposed on the Production by TIDA. These requirements include but are not limited to: provision of debris boxes, chemical toilet units, bus or shuttle service, emergency medical personnel and vehicles, traffic control, landscape maintenance, additional staff, and police and security personnel. Production shall install and maintain such requirements at Production's expense. Such additional requirements shall be communicated to the Production by TIDA and shall also be provisions of the Use Permit document.

9. SPECIAL PERMITS: Production is required to secure all additional permits and reviews for elements of the production determined necessary by TIDA, which may include: San Francisco Entertainment Commission loudspeaker permits; San Francisco Fire Department open flame, temporary tenting, propane storage, hazardous material storage or pyrotechnics permits; and electrical permits issued by the Department of Building Inspection. Such additional permits and review requirements shall be communicated to the Production by TIDA and shall also be provisions of the Use Permit document.

10. SIGNAGE, TEMPORARY ALTERATIONS & SET DRESSING: In certain cases, temporary alterations to facilities and grounds shall be permitted pending prior TIDA review and approval. Requests for alterations and set-dressings shall be provided to TIDA as part of the Application, and shall be subject to review based on the scale of the proposed alterations and the subsequent impact on the facility and surrounding areas. Should temporary alterations and set-dressings be approved, the Production shall be solely responsible for returning the facility or grounds to its original condition or to a condition as otherwise pre-agreed by the Authority and the Production. Productions shall be held liable for any and all damages caused by temporary alterations, whether approved ahead of time by TIDA or not.

No signs, advertisements, or notices shall be attached to, or placed on, the exterior or interior of any buildings, landscaping, fencing, utility poles, street signs or other areas of Treasure and Yerba Buena Islands without prior written approval of TIDA. Such approved signs must be immediately removed at the termination of the designated production period, or at the request of TIDA. Such approved signage must be affixed in a temporary, non-permanent manner. The use of staples, tacks, screws or nails to affix any materials to any

facility or property on Treasure and Yerba Buena Islands is not allowed without explicit permission of TIDA. Additionally, erection of any temporary signage, advertisements or notices on Treasure or Yerba Buena Island, once approved by TIDA, shall conform to the San Francisco Department of Public Works sign posting standards. These standards are available for review on the San Francisco Film Commission website at www.filmsf.org.

11. **SECURITY DEPOSIT:** In certain cases, a Security Deposit equal to 50% of the base location rental fee may be required. Deposits can be made by check, cashiers check or money order only, payable to the Treasure Island Development Authority. **Deposits are separate from the Location Fee**, and are required to provide the Treasure Island Development Authority with reasonable assurance that the facilities will be treated with care and any damages will be repaired at the Production's expense. Deposits will be refunded no later than 30 business days post-production, provided the facilities are left in the same condition in which they were rented. All charges for Production's failure to restore a location to its original condition, including but not limited to, removal of garbage, equipment, or sets, and re-painting of facilities within the specified rental period, use of facility or location beyond times specified in Use Permit, and/or damage to facilities, will be deducted from the Deposit.

12. **HOURS OF FILMING:** Filming on-Island is allowed from 7AM to 10PM. Overnight shoots are permitted during the restricted hours only with the prior approval of TIDA. Hours specified in the Use Permit are the ONLY hours Production, and/or designated representatives and vendors, can be on the grounds of or in the buildings on Treasure and Yerba Buena Islands. A production timeline is required for submission to TIDA, including load-in and load-out schedules and a list of vendors that will require access to the location.

13. **FILMING IN RESIDENTIAL NEIGHBORHOODS ON TREASURE AND YERBA BUENA ISLAND:** Filming in residential neighborhoods on Treasure and Yerba Buena Islands is subject to TIDA review and approval. In addition to all standard on-Island film and photo shoot requirements, the following restrictions and notification requirements also apply. Productions are solely responsible for minimizing the impact to the residential community.

1.) Requests to film in the residential neighborhoods must be received no sooner than 10 days prior to the proposed shoot date, are restricted to the hours between 7 AM and 10 PM, and are subject to TIDA approval.

2.) Upon approval, the production shall distribute and conspicuously post, no later than 72 hours prior to the shoot date, a standard neighborhood notification flyers and any additional required signage, including SFPD No Parking notices.

Production shall not be allowed in the residential neighborhoods without prior public notification. A sample residential notification flyer is available on the San Francisco Film Commission website at www.filmsf.org.

3.) The neighborhood notification flyer shall include the name, address, and contact phone number of the production company; the shooting dates, times and locations; any planned street closures or traffic detours in the immediate area of the shoot.

4.) The notification flyer shall be submitted to TIDA for review and approval prior to distribution.

5.) The production shall assign a representative to act as liaison who shall be reasonably and responsibly available to residents before and during the shoot.

14. **STUDENT PROJECTS:** Student film productions will be allowed on Treasure and Yerba Buena Islands, with waiver of Permit Fees, provided that the production is limited to exterior locations, is only on-location between the hours of 7AM and 10PM and complies with all below requirements no later than 48 hours prior to proposed shoot date:

- Submittal to TIDA of completed Student Film and Photo Shoot Production Application.
- Submittal to TIDA of a dated and signed letter from the educational institution, on school letterhead, stating that the Applicant is an enrolled student engaged in an assignment for the institution.

Any and all student projects wishing to film inside buildings and facilities on Treasure Island shall be subject to standard Treasure Island Film Permit requirements, including payment a of Permit Fee, provision of required Insurance, and compliance with any and all additional requirements of the City and County of San Francisco related to the production. **See the “Treasure Island Student Film Location Application Packet” for full information and details.**

15. **CATERING PROVISIONS:** Catering must be provided by a licensed and insured commercial catering company. Alcohol may only be served by a licensed and insured company with the required liquor liability insurance coverage, with the Additional Insured endorsement requirements listed in Section 3. Catering and craft service vendors operating on-Island shall be expected to adhere to the City and County of San Francisco's waste-diversion goals and requirements by assuring the proper management and disposal of all compostable materials, including food waste, and recyclable materials used during on-Island production activities. Further information on Green/Zero Waste resources

available to Productions is available on the San Francisco Film Commission website at www.filmsf.org.

16. **ITEMS NOT PERMITTED ON PREMISES:** This list includes, but is not limited to, the following **unless specifically pre-approved by TIDA:** bottled gas in any form, “fog” or “smoke” producing equipment, fireworks of any kind, including sparklers and fire crackers, and replica or authentic guns and weapons of any kind.

17. **GARBAGE:** Production and all subcontractors and vendors are responsible for the daily management of all trash, recyclables and compostables generated by the Production as well as the final removal of all trash and debris immediately after completion of production activities. Provision of on-location dumpsters and other receptacles are the sole responsibility of the Production. Productions may contract for on-location temporary trash, recyclables and compostables disposal through the on-Island waste management contractor, Recology of San Francisco. Productions operating on-Island are expected to adhere to the City and County of San Francisco’s waste-diversion goals and requirements by assuring the proper management and disposal of all compostable materials, including food waste, recyclable materials, construction waste, paint, batteries, hazardous materials and other such materials used during on-Island production activities. Further information on Green resources available to help Productions achieve these requirements is available on the San Francisco Film Commission website at www.filmsf.org.

18. **PORTABLE RESTROOMS:** Film and Photo Shoots in outdoor areas and hangars must provide portable restrooms at the ratio of one (1) restroom for each 150 persons in attendance, one in eight of which must meet ADA specifications.

19. **DEPICTIONS OF THE U.S. MILITARY:** As Treasure Island and Yerba Buena Islands are currently the property of the United States Navy; no depictions of any branches of the United States Armed Forces are allowed without prior Navy review and approval. Failure to obtain review and approval of any such depictions prior to the start of production activities on Treasure and Yerba Buena Islands shall be cause for loss of location reservation and/or revocation of any active Use Permits.

TREASURE ISLAND DEVELOPMENT AUTHORITY
FILM AND PHOTO SHOOT PRODUCTION APPLICATION

COMPANY NAME: _____

(Should be the same as shown on Insurance Certificate)

ADDRESS: _____

TELEPHONE: _____ **FAX NUMBER:** _____

LOCATION MANAGER/LOCAL CONTACT: _____

CELL PHONE: _____ **EMAIL ADDRESS:** _____

PRODUCTION/PROJECT NAME (REQUIRED): _____

PRODUCTION TYPE

- Feature Film
- TV Commercial
- TV Series
- TV Movie
- Documentary
- Short Film
- Video/Institutional
- Other (please specify)
- Still Photography
- Web-based Content
- Government/Public Service

SIZE & VEHICLES

Number in Crew: _____ Number in Cast: _____

Number of Vehicles: _____

- Use of Portable Generators
- Simulated Violence/Replica Weapons
- Amplified Sound
- Traffic Control/Street Closure
- Additional Details & Considerations: _____

**TREASURE ISLAND DEVELOPMENT AUTHORITY
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LOCATION(S)

Address/intersection	date	start
	time	end time
#1 _____		
#2 _____		
#3 _____		
#4 _____		
#5 _____		

Please also submit the attached map and/or provide pictures of locations for clear identification.

This form is for preliminary information to request use of locations and facilities on Treasure Island. THIS FORM IS NOT A COMMITMENT BY THE TREASURE ISLAND DEVELOPMENT AUTHORITY FOR USE OR A CONTRACT BY THE TREASURE ISLAND DEVELOPMENT AUTHORITY FOR PERMISSION OF SUCH USE.

ACKNOWLEDGMENT:

I, _____, (Name of Applicant or Authorized Representative) HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE FOREGOING TREASURE ISLAND DEVELOPMENT AUTHORITY FILM AND PHOTO SHOOT PRODUCTION GUIDELINES AND THAT SUCH GUIDELINES APPLY TO THIS APPLICATION FOR THE USE OF LOCATIONS AND FACILITIES ON TREASURE ISLAND.

Signed: _____

Dated: _____

Name of Applicant or Authorized Representative

Please return a signed application via hard copy, PDF file or fax to the Treasure Island Development Authority.