

SPEARS BUILDING CONDO FILM/TV and PHOTO SHOOT POLICY

Introduction

The Spears Building Condominium Film/TV and Photo Shoot Policy has been adopted to assist unit owners hosting a film, television or photo shoot and to minimize the inconveniences that may be felt by neighboring unit owners and other unit owner's throughout the building. In all cases, the Board of Directors asks that the host unit owner be sensitive and courteous to your neighbors. These are general guidelines. Please direct specific questions to the building manager, Anthony Milstein.

Since film/tv and photo shoots vary in degree of size, the Spears Building has separated them into Large Film and Photo Shoots, Small Film and Photo Shoots. Film/tv shoots are defined as any commercial, video, studio or independent film/tv production. Photo shoots are defined as still photography for print and/or web sources.

1. Production Definitions

Production Definitions are as follows:

Large Film and Photo Shoots

A Large Film or Photo Shoot is defined as a shoot with more than 10 people in the Cast and crew.

Small Film and Photo Shoots

A Small Film and Photo Shoot is defined as a shoot with no more than 10 people in the cast and production crew.

2. Building Requirements for all Film and Photo shoots

The following must be submitted to Andrews Building Corporation at least one week prior to the date of shooting:

a. Letter of Intent

The Production Company shall provide a letter of intent to shoot to the unit owner and the building's management company, (Andrews Building Corporation c/o Anthony Milstein) stating how many people will be in attendance during the shoot, the dates of the shoot, the hours of the shoot, and whether or not cables will be run into the building from an outside source. In that letter, Production Company must attest to have read the building's Film/Photo Policy and their agreement to its terms.

Only one large shoot will be allowed at any given time. Shoots will be approved on a first come/first served basis.

b. Insurance Certificate

An Insurance Certificate naming The Spears Building Condominium as additionally insured.

c. Damage Security Deposit

All Damage Security Deposits, made payable to The Spears Building Condominium, must be sent to The Andrews Building Corporation c/o Anthony Milstein at least 48 hours prior to the shooting dates.

The Damage Security Deposit fee structure is as follows:

Large Film Shoots:	\$5,000 refundable damage security deposit
Large Photo Shoots:	\$2,500 refundable damage security deposit
Small Film and Photo Shoots:	Exempt

d. Building Shooting Fee

A per day flat fee for shooting in any unit between 9 a.m. to 5 p.m. will be charged the production company. If the shoot goes beyond 5 p.m., an additional fee will be required. If cables must be run up the stairwells, an additional \$500 per day will be charged. Any shoots extending beyond a reasonable evening hour must not create any disturbances to the comfort of the residents. Checks shall be made payable to The Spears Building Condominium and delivered to Anthony Milstein at least 48 hours prior to the shooting dates. Should the production change its plan the day of the shoot (i.e. the production company extends the shooting day past 5 p.m. which was not indicated on the Letter of Intent) the fee for shooting past 5 p.m. will be deducted from the Security Deposit.

The Building Shooting fee structure is as follows:

Large Film and Photo Shoots:	\$1,000 Location fee per day + \$500 past 5 p.m.
Small Film and Photo Shoots:	Exempt

Street to Stairwell access fee (for electrical cable runs):

Large and Small Shoots:	\$500 per day
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3. Use of Common Areas for Filming

The common areas of the building are not to be used for film and photo shoots. Common areas are defined as the hallways, elevator, lobby, stairwells, roof deck, and any exterior element of the building (stairways, railings, lighting, door handles, etc.). If the production wishes to shoot any of these areas, they must address that in their letter of intent. If the Board of Directors allows them to use a common area, an additional fee will be negotiated. Production Company's should make their request at least 7 days in advance to allow the Board to make its decision. Further, if the common area directly affects surrounding neighbors, the Production Company must have those approvals prior to submitting their request to the Board of Directors (i.e. The Production Company wants to shoot someone walking down the hall of the fourth floor. The Production Company must get permission from all unit owners on the fourth floor prior to submitting their request to the Board of Directors).

4. Equipment Delivery

It is preferred that all equipment be taken up at the beginning of the shoot and all of it removed at one time. The Production Company is required to lay protective flooring to prevent any damage to the polished floors, including the lobby level and elevator by heavy equipment.

5. Door Staff and Posting of Shoot

Large Film and Photo Shoots:

The Host or Production Company must provide to the Door Staff on duty a list of cast and crew in attendance for each day. The Host or Production Company must also hire an additional door staff person for on-going security and surveillance of stairwell and external doors that remain open because of street cable access, production equipment deliveries, etc. This door staff person must remain in the lobby throughout the duration of the shoot.

Small Film and Photo Shoots

It is suggested that the Host or Production Company give the door staff a list of cast and crew for each day. The Host or Production Company is not required to hire an additional door staff person. However, if traffic to and from your unit becomes difficult for the door staff to manage, they are authorized to phone you and for you to provide someone in the lobby until the traffic subsides.

Notice

At least 1-day prior to the shoot, you must post a notice in the elevator notifying unit owners that a shoot is occurring. This notice should include the estimated hours of the shoot, date(s) of the shoot, and the type of shoot (i.e. large photo shoot).

6. Waivers

Damage Deposits can be waived only if the unit owner (not the production company) writes a letter taking full responsibility for any damage that occurs in all of the common areas from equipment being transported in and out or by damage done by production personnel. If damage does occur, unit owner will be assessed the damage and appropriate fees will be charged the owner.

Waivers will not be given for the Insurance Policy or the Use of Common Areas

There shall be no waivers on the Insurance Policy or on The Use of Common Areas For Film and Photo Shoots policy.

7. Weekends and Holiday Shoots

There shall be no large film or photo shoots on weekends or holidays. It is suggested that small shoots do not occur on weekends or holidays. If they must be scheduled during a weekend or holiday, they must not create disturbances to the other unit owners.

8. Penalty

The Board of Directors reserves the right to impose a \$10,000 penalty to unit owners who do not comply with these policies.

9. Policy Changes

The above policies may be changed at the discretion of the Spears Condominium Board and unit owners will be notified in writing.