

# Historic Courthouse and Superior Court - Policy & Checklist

101 Maple Street, Auburn, CA 95603

**PRODUCTION:** This has been an increasingly popular filming location. The Placer-Lake Tahoe Film Office (FO) has established these policies and procedures checklist to streamline the process. If you want to film at the Historic Courthouse/Superior Court) contact the Placer-Lake Tahoe Film Office first: 530-889-4091 or [www.placer.ca.gov](http://www.placer.ca.gov). Please let us know the proposed production dates and any flexibility to see if there are any initial scheduling obstacles. The FO will also set up a scout for the location scout/manager to see the facility. Please use the information here to help evaluate the location and assist you in gathering the information you will need on the application and during pre-production.

**Please read all of this document and REVIEW IT WITH THE RESPONSIBLE PRODUCTION TEAM MEMBERS BEFORE COMPLETING THE APPLICATION.**

PERMIT REQUIREMENT - A Placer County Film permit (FREE!) is required to film at this location. The application is coordinated through the Placer-Lake Tahoe Film Office, part of the Placer County Economic Development Office. <https://www.placer.ca.gov/1484/Film-Permits>. Please submit your application and insurance documents (the insurance documents are part of the application) as early as possible. Incomplete applications will cause delays. FYI - the street sidewalks around the Courthouse are owned by the City of Auburn and require a City of Auburn film permit. Application tips/Scout checklist follow below.  
Date changes are NOT ALLOWED once the application is under review due to the working nature of the facilities.

## INSURANCE:

1. Placer County: COI and AIE required, along with specific verbiage, address and amounts. For details see the County Film Regulations: <https://www.placer.ca.gov/1484/Film-Permits> . Once linked, click on County Film Regulations and scroll to the Insurance section.
2. Superior Court – requires additional verbiage and assurances. Contact the Placer-Lake Tahoe Film Office for details at 530-889-4091. Not required for all productions; depends on impacted areas

**COSTS:** while the County does not charge a permit or location fee for this location please note that County/Court staff and other cost recovery charges may apply, on a case-by-case basis, at the production's expense.

## GENERAL FILMING INFORMATION for this facility.

1. Filming at this location is allowed on a case-by-case basis.
2. It is a functioning Superior Courthouse (State) operating in a county building (Placer County) within the Auburn City limits. The building also houses a County museum which is open seven days a week. The grounds are also owned by the County.
3. Because of this joint use here's who reviews all requests and also has approval/input on film permit applications:
  - a. Placer County
    - i. Facilities Department (physical building, some office spaces, building exterior & grounds; & impacts to such. This may involve coordinating with other departments such as Parks & Grounds, Building Maintenance, Bailiffs);
    - ii. Museum Department (museum spaces at building, and impacts to such)
    - iii. Sheriff's Office and Fire Department are also involved in permit review & approvals.
  - b. State
    - i. Superior Court (court spaces and activities and impacts to such)
    - ii. Cal Fire/FSO
  - c. Auburn Fire Department
4. There is a security checkpoint at the front entrance manned by bailiffs. Production crew and equipment must pass through the security check point each time they enter the building.
5. Court use and court activities are not altered to accommodate a production's needs. This is also generally true regarding public access to the museum rooms as well. This means that other users of the building are accessing the building during working hours, including stair wells, hallways, bathrooms, and elevators.
6. Weekend filming is less restrictive because the courtrooms are not in use however the museum spaces are open.

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**NOTE: Even if date availability is tentatively confirmed based on the information production provides prior to application submission, there may be circumstances beyond the control of the Superior Court (or the County) that may preempt that availability.**

## SCOUT CHECK LIST & TIPS

Using this this check list will help production gather much of the detail needed to complete the film permit application, as well as assist in the production budgeting and planning. Pages 3-4 provides tips on completing the necessary information.

**Please provide the following information as soon as possible. Much of this information you will use on the permit application: <https://www.placer.ca.gov/1484/Film-Permits>**

- A. PRODUCTION TITLE:
- B. PRODUCTION COMPANY NAME:
  - a. COMPANY PHONE:
- C. LOCATION MANAGER (authorized production official):
  - a. CELL #:
  - b. EMAIL ADDRESS:
- D. LIST ALL PRODUCTION DATE(S) & TIME(S) at this address in case you need to film more than one day:
- E. LOCATION(S) & DATE(S) - *Please provide the details requested below for each location at the Historic Courthouse & grounds. For instance, if you plan to film the exterior courthouse steps on Day 1 and a courtroom and hallway interior scene later that same day, you would complete these as two different locations.*
  - a. **Location 1 –**
    - i. ROOM NUMBER (and/or description of space if no room # such as “2<sup>nd</sup> floor hallway, east half”)
    - ii. OTHER ROOMS NEED FOR THE SAME SCENE
    - iii. DATE(S) NEEDED:
    - iv. TIME START (first crew & vehicles arrive):
    - v. TIME FINISH (last crew members vehicles leave & clean up complete):
    - vi. Indicate if the location use is for the scene PREP, FILMING and/or STRIKE (P/F/S) activity. Indicate which, and on which days. (i.e. *Rm 12 - Prep: 4-14-19; Film: 4-15-19; Strike 4-16-19*)
    - vii. OVERNIGHT STORAGE of equipment required? Yes \_\_\_ No\_\_\_ Where:
    - viii. PRODUCTION TYPE (independent film, feature, commercial, PSA, doc/reality TV, print/stills TV episodic, & if it is web based content, etc.):
    - ix. WEAPONS & related (props or real) – need details, photos, how it is to be used in scene/script)
    - x. PROPS & DÉCOR - If any existing décor needs to be temporarily removed AND/OR the set dressed. Feel free to mention main items to be removed or added.
    - xi. PARKING – there is limited parking at this facility so please evaluate during scout
    - xii. BASECAMP – Onsite-Where? Offsite-Where?
    - xiii. TOPIC/PURPOSE OF SCENE (in some instances Superior Court needs to evaluate whether your content would reduce the public’s trust & confidence in the justice system/this facility)
    - xiv. NUMBER OF PERSONNEL at this location(extras, talents, crew, guests):
    - xv. POWER REQUIREMENTS - using your own generator/placement? Need to access available power? Specify where & how (i.e. *Power cable via open window in Room 202 & plugged into wall socket*).
    - xvi. ADDITIONAL NEEDS
  - b. **Location 2 or more at this facility –** use the same list above, and so forth for additional locations at this address.

## APPLICATION TIPS

The application process requires substantial lead time because it houses both state and county facilities. Incomplete applications will significantly delay the process. A complete application includes that the appropriate insurance documentation has been received and confirmed. The county film permit is free. The application for the film permit as well as Film Regulations and insurance details are on our website: <https://www.placer.ca.gov/1484/Film-Permits>.

### BE THOROUGH – DETAILS MATTER - PLAN AHEAD

1. Please contact the Film Office to coordinate a scout of the property prior to starting the permit.
2. We ask for a bit more application detail for this location because of the working nature of the facility.
3. A complete permit application includes proper insurance documentation covering both the County and the State Superior Court (see page 1 for more on these details).
4. Because of the joint jurisdictions at this address, various state and county officials are involved in reviewing your application. The evaluation of your application is based solely on the information provided on the application when submitted - so do your homework. "If it's not on the application, it won't happen."
5. During an application's evaluation various officials may need to discuss more details with production, and/or may stipulate conditions that production must accommodate before the permit may be approved so please allow for additional time during pre-production for these possibilities.

FOR EACH LOCATION at the Courthouse (this includes interiors, exteriors, or the grounds and parking lots) please provide the following (FYI- the sidewalks are part of the City of Auburn's jurisdiction and require a City of Auburn film permit):

SCENE DESCRIPTION (for interiors include floor level, room or courtroom number, hallways, elevator, bathroom, stairs or other interior space without a room number. For exteriors: use the street name on that side and what area will be impacted.

*EXAMPLE 1: "Location 1: 2<sup>nd</sup> floor, Courtroom 3, int./ext .Courtroom 3, hallway to elevator - dialog scene, 2 actors exit Courtroom 3 and walk down hallway to the elevator. More dialog in front of elevator." At the same time In conjunction with Location 1 production would like to use the lobby area in front of Superior Court Department 12, 3<sup>rd</sup> floor, for staging their equipment and catering lunch for the scenes being filmed on the second floor. Production will protect the carpeted area with a protective cardboard product (layout board) designed for this purpose and use that space for staging equipment and craft services. Cameras, lightning, sound gear, cast and only essential crew will occupy this space. In addition and at the same time production is using Location 1 above, production would like to request the use of the 4th floor bathrooms as changing rooms and also to reserve any lavatory usage to those bathrooms as well.*

*EXAMPLE 2: Location 2 - 2nd floor hallway , two actors (dialog and walking, one child actor). This would use the space from the elevator to the 'Court Street' (south) side exit door. We do not need the side door unlocked.*

*EXAMPLE 3: Exterior steps on the Maple Street side. Dialog scenes with three actors on top landing. One wearing prop gun (non-fire-able). Production needs to plug in a 20 amp light/lamp placed on the walkway under these stairs into an interior ground floor room. If not, we'll need to set up a generator nearby. Please advise.*

OTHER – please list anything else in your scene description(s) that may impact this property and it's normal use & activities such as guns & weapons (prop or actual), animals, children, cranes, drone filming, stunts, SFX, screams, other loud noises, night filming, needing to move or remove existing items at property, attaching equipment to building, needing access to other entrances or any windows, etc.

### PRODUCTION DATES –

1. Include all prep days, filming days, and strike/clean-up days.
2. Date changes are NOT ALLOWED once the application is under review due to the working nature of the facilities.

PRODUCTION HOURS – this means from the time of arrival of first production vehicles & crew for prep; through to striking set and last to leave after production has wrapped. Showing up early or filming past the time approved on the permit is not allowed and may revoke the permit. If you will be showing up later than your permitted start time please contact the staff person meeting you ASAP. Starting later than your permitted time means you have less time to film; it does not extend your 'wrap/finish' time.

POWER – Please describe if you will need to use existing building outlets or other on-site power. Be prepared to share amperage/kelvin needs of your production equipment to county or courts.

*EXAMPLE: Production would like to bring in a generator that would require either running power cables to the primary location (Courtroom X) where we will be filming, probably requiring cables to come from the generator outside the building and up through a window in the courtroom on the third floor. However if production can use building-supplied electricity that would be ideal. Please advise.*

BASE CAMP location(s) even if it is not at this address. There is limited parking on the premises so other arrangements must be made.

PARKING ARRANGEMENTS –Since there is extremely limited parking at the Courthouse please explain where production is asking to park cast, crew, other production vehicles & equipment.

*EXAMPLE: Production (cast & crew) parking of 12 vehicles, one RV, 2 pick-up trucks, one grip truck, and one car carrier in the back lot, facing the freeway; in the main parking lot near front entrance production would like to park one transport/shuttle car, and one general purpose vehicle for convenience to location entrance. Please let production know if you need any spaces set aside for the Courts, Museums, or County needs, and the public.*

CRAFT SERVICES, CATERING & MEALS - Please specify if any of these activities are being proposed for the grounds or buildings and how production plans to stage these activities.

- 1. EXAMPLE: Food will be catered by local restaurant. We will have our own chairs, tables and pop-up tents. Production asks for a designated space on the grounds or parking lot.*
- 2. EXAMPLE: all meals will be consumed off site.*
- 3. EXAMPLE: Craft Services will be staged on layout board outside of Courtroom 3. Food & drink consumption confined to protected area. All items, trash will be removed when production wraps.*

WEAPONS AND RELATED ITEMS (guns, knives, holster, sheaths, bullets, etc.) These are generally inspected and approved (or not) in advance by a Sheriff's Office so build that into your planning time. Plastic, non-fire-able weapons are preferred. All are subject to inspection in advance and/or on set.

SAFETY CONCERNS –are addressed by the Fire Department; often this is the resident Film/Fire Safety Officer (FSO). Sometimes by Sheriff's Office.