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**KC FILM CODES OF CONDUCT**

Welcome to Kansas City! We are thrilled you have decided to film here. Greater Kansas City is film-friendly, cost-effective, accessible, with diverse locations and experienced crews, making production here quick and easy. The codes of conduct serve to ensure a mutually beneficial relationship between area municipalities/locations and our production guests with the goal to keep KC film friendly.

Please read and sign this document and return to the KC Film Office. It is the responsibility of each producer/production company to ensure that cast and crew comply with this code of conduct.

**Notification**

When filming in a neighborhood or business district, proper notification is to be provided to each resident and/or merchant directly affected by filming activity (to include parking and base camp areas) with as much notice as possible (and at least 48 hours in advance). A copy must be sent to the KC Film Office as well.

The leaflet shall include ([Link to Download KC Template](http://www.kcfilmoffice.com/wp-content/uploads/2017/12/sample_neighborhood_and_business_notification_doc_0.pdf)):

* Name of production company and title of project
* Production type (feature film, TV series, commercial, etc.)
* Duration (times and dates, including prep and strike)
* Special conditions (any use of pyrotechnics, smoke, simulated gunfire, etc)
* Production contacts and phone numbers

**Safety and Regulations**

Proper safety precautions will be adhered to in the interest of public and crew safety. Regulations will be followed including permits for traffic control and closures, permissions to use locations and other rules/regulations put forth by the State of Missouri, the City of Kansas City and/or KC Film Office.

The production is to carry the proper production insurance – general liability, automobile liability (as applicable), and worker’s compensation (as applicable).

**Production Vehicle Restrictions**

1. Production vehicles arriving on location shall not enter the area before the time stipulated on the permit. Production vehicles shall turn off engines as soon as possible. Production shall arrange for off‐street crew parking.

2. The relocation of parked vehicles from permitted zones can only be performed by City tow operators per arrangement of the KCMO Police, and only when adequate public notice and “no parking” signage has been posted.

3. Production vehicles shall not block fire hydrants, bus stops or crosswalks. Use of designated loading zones and driveways is prohibited without the permission of the business and/or owner.

**Vehicular & Pedestrian Traffic**

1. The temporary halting of pedestrian traffic must be requested in a courteous and reasonable fashion. Public access to businesses, offices and residences must be maintained.

2. Intermittent control of vehicular traffic must be performed by KCMO Police (or location municipality).

3. Cables and equipment positioned along sidewalks and over crosswalks must be properly secured. Do not
block entrances to businesses and buildings.

**Noise**

1. Cast and crew shall keep noise levels to a minimum and refrain from the use of lewd or improper language.

2. Loud effects (pyrotechnics, gunfire, etc.) must be performed between 9:00am‐10:00pm in residential neighborhoods.

**Private Property**

Production shall not occupy or restrict access to neighboring buildings or residences without prior arrangement and permission.

**Trash**

All catering, craft service, construction, strike and personal trash must be removed from the location at completion of each day’s filming. Remove all production signage and postings. Cigarette butts must be collected in a butt-can – littering is not tolerated.

**Vegetation**

Removing or trimming of trees and plants is prohibited without authorization.

**Etiquette/Regulations**

Crew members shall wear production badges when required and be prepared to provide identification, permits and location agreements when requested. Familiarize yourself with the neighborhood, giving special consideration to schools, hospitals, places of worship, etc.

Recognizing that production can be a demanding enterprise troubled by budget and schedule concerns, we request that you be fair, honest and reasonable when dealing with the community. Please notify us if you are having any issues that we may help facilitate. It is imperative to all to keep KC film-friendly.

Please share this information with your crew and help us to create a positive experience for everyone.

Thank you for your understanding and compliance,

 Stephane Shannon

Kansas City Film Commissioner

I agree to the KCMO Film Office Codes of Conduct

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Name

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Title

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Project Title

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Production Company

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Date