

## Historic Downtown Filming Guidelines

Welcome to Downtown Payson, Utah. We are proud of our unique city and are flattered that you wish to come here to film your project. The following are guidelines that you will need to follow so that we can all work together. We want your project to go forward, but we must also be able to conduct business in our downtown area. By working through this list, hopefully we can accomplish both.

1. A minimum of two weeks' notice must be given to the businesses in the downtown area. A list of the businesses and a contact person is included in this packet. Please have as much information as possible available about the production and how it may affect their business.
2. If shooting schedules need to alter, please notify the downtown merchants and the affected businesses as soon as possible so any problems can be worked out prior to filming.
3. Equipment trucks need to be parked in such a manner that no business access is blocked completely to the public. This will need to be coordinated with Historic Downtown Payson prior to the trucks arriving. We will take into consideration the number of trucks involved and the length and times of the shooting when making the decision for the placement of the equipment trucks.
4. Parking for crew and cast members needs to be either at the Memorial Park located two blocks south of Historic Main Street or at the LDS church located one block north of Historic Main Street (prior arrangements are necessary at either location). No parking for crew or cast members will be allowed in the backside parking lots of Main Street unless approved by property owners.
5. If Main Street is going to be closed to traffic during normal business hours, compensation for each business affected by the filming will need to be arranged with each business separately.
6. IF your company is in need of help with traffic control or other security matters, you will need to make arrangements with the Payson City Police Department about hiring off-duty officers to help with this problem.
7. We understand that many filming companies have their own catering trucks. However, we propose that you use our local businesses for any of your needs during your time here.
8. In the credits at the end of the movie, we would like listed "Historic Downtown Payson, Payson, Utah" for location credit.
9. A bond may be required by the downtown to cover any remaining cleanup or damage repair after the location use which potentially may fall to the city. This will be determined after a review of the application and by the size and nature of the film being shot.
10. Any filming that is to be done inside buildings in the downtown area will need to be negotiated with each individual business.
11. Any loss of revenue that a business suffers as a direct result of the filming will be negotiated with the film company and the individual business at the end of each day of filming. The business owner will need to show record of revenue from the previous year's same day.
12. A minimum of two officers will need to be used for traffic control: contact Payson City Police Dept.
13. A donation made to the Historic Downtown Organization would be appreciated.