

HOW TO SHOOT A FILM IN MARSEILLES

THE MISSION CINEMA, A FREE SERVICE FOR PRODUCTION COMPANIES, DEDICATED TO HOSTING FILM-MAKERS AND CREWS

The City of Marseilles Mission Cinema Film Commission :

- ▶ Welcomes, advises and accompanies film crews right from the preparation of projects,
- ▶ Coordinates and issues permits for filming along public streets and on public property (parks and gardens, museums, cemeteries, public buildings, sports facilities, schools etc.),
- ▶ Aids in preliminary location scouting by making it possible to visit sites of natural interest, emblematic or unusual locations, provides information on private sites, arranges introductions to local associations, service providers and business networks,
- ▶ Provides information on the services offered by the Pôle Média de la Belle de Mai, including the provision of office space for visiting productions and of studios for shots/recordings, as well as special effects and other technical services,
- ▶ Manages the technical services (installation and removal of street furniture, modification of street lighting etc.),
- ▶ Provides support to productions in seeking local technicians.

A **one-stop shop**, the Mission Cinema is the only organisation authorised to approach the services of the City of Marseilles and Marseilles Provence Métropole on behalf of the production company. **You must not make any request directly to other municipal services** to obtain an authorisation to film or for special services.

Administration of files is free of charge. Filming on the public highway is free of charge, but fees for occupation and services may be charged at certain locations or sites. Precise information about these fees and service charges can be obtained by the production company upon request.

THE ISSUE OF A FILMING PERMIT IMPLIES THAT THE PRODUCTION COMPANY SHALL COMPLY WITH THE FOLLOWING UNDERTAKINGS :

The City of Marseilles and its relevant departments shall define the restrictions required for the proper operation of filming and for setting up each film shoot.

The production shall comply with all the technical advice supplied by these departments and shall use these locations as would a «reasonable person».

Parking Restrictions and «reserving» spaces

The production must:

- ▶ Comply with the recommendations from the services as regards parking spaces recommended for all vehicles (vehicles for the action and the technical vehicles),
- ▶ Restrict themselves to the locations specified in the municipal order,
- ▶ From the moment that an order is issued, display appropriate traffic signage (No Parking signs), with the order attached, at least 24 hours prior to the start of the parking restriction.

For any involvement by the Municipal Police and in order to avoid any disputes, the production must transmit to the Municipal Police, PC radio dgpp-pcradio@mairie-marseille.fr 0491554101, a photograph, stamped with the date and time, of the traffic signage installed (viewed from the overall system) on the public highway.

- ▶ Ensure that there is access for the emergency services, garages, residents and shops,
- ▶ Maintain possible traffic circulation at all times,
- ▶ Provide for appropriate signage if any vehicle projects into the highway,
- ▶ Offer the residents, if possible, alternative parking nearby,

- ▶ Begin a leafleting campaign to inform the residents 3 days prior to «reserving» the parking spaces,
- ▶ Signal any indoor shooting, if the technical vehicles are parked on the public highway,
- ▶ Postponement due to adverse weather conditions must be anticipated when the services are requested to examine the possibility of issuing an order for several days.
- ▶ It shall be the responsibility of the production to «supervise» the no-parking zones regulated by the order. The Municipal Police shall on no account assume responsibility for supervision.
- ▶ The production company shall be liable for the service providers they have hired to reserve the parking spaces ahead of filming and for ensuring that they treat the residents with respect.

Stopping and prohibiting movement of traffic

- ▶ Traffic may not be stopped (temporarily or permanently) without the consent of the relevant authorities and the issue of a municipal order.

- ▶ The offices of the City of Marseilles shall define the conditions for stopping the circulation of traffic, either on the initiative of the Municipal Police or on that of the production. These options shall be defined in accordance with various parameters: the sensitivity of the site, the nature and density of the traffic, etc.

- ▶ Where traffic is stopped «intermittently», compliance of 2 to 3 minutes maximum per shot shall be authorised, with priority given to the emergency services and RTM buses.

- ▶ The City of Marseilles shall, in the exercise of its professional judgement, order the presence of the Municipal Police at certain sensitive sites. However, the presence of the police shall not release the production from its obligation to set up a temporary signage system. Assistance from the Municipal Police in traffic matters is subject to agreement and the payment of a fee.

Traffic Ban: «total block»

Traffic may not be stopped (temporarily or permanently) without the consent of the competent services and the issue of a municipal order. To obtain a «total block» traffic ban, the production must:

- ▶ Provide a diversion plan drawn up by the accredited signage company,
- ▶ Ensure that there is access for the emergency services, garages, residents and shops,
- ▶ In the case of reorganisation on the roadway, ensure a 3-metre wide band for access by the emergency services.

Miscellaneous

- ▶ All sites used for shooting must be returned to their original condition. The signs relating to the filming positioned around the city and on street furniture must be removed when filming is finished.
- ▶ Any installation of a mobile generator set requires a system of safety barriers,
- ▶ For access to the marked and regulated spaces the production must [download the form](#) from the link and send the form when making the request.
- ▶ The use of imitation firearms is regulated; the City of Marseilles and the police services must be notified in advance.
- ▶ The production must contact the owner of any «remarkable» building, which might figure in the filming schedule, in order to determine, where appropriate, the property rights of the architect.

In certain cases the Mission Cinema will organise a guidance meeting with the production and all municipal departments impacted by the request, in order to define the safety and security conditions for allowing filming to occur in public areas.

DEADLINES

All permit requests must be submitted :

10 WORKING DAYS PRIOR TO THE DATE OF FILMING

(This must include amendments and/or additions to the information)