

FILMING AT THE HUNTINGTON

Guidelines for Still and Motion Picture Production

626-405-2215 • www.FilmHuntington.org

The Production Company must follow all applicable Federal and State rules and regulations pertaining to safety and health. In addition, Production must adhere to the following Guidelines and safety rules posted or provided by The Huntington while on the Premises. Huntington security and safety staff may halt or shut down the operation for failure to comply with these or other safety and security concerns and rules.

The Huntington is a 207-acre museum full of rare and endangered plants, 18th century statuary and valuable art, located in a sensitive residential neighborhood of San Marino. We are open to the public six days a week, provide morning tours for children during the school year, and even on our “closed” day there are staff and researchers working here. Despite all these other activities, The Huntington has successfully hosted scores of films and still photo projects. These guidelines have been developed to help things go smoothly. Additional guidelines and restrictions may apply and will be customized to individual projects as necessary. **Please remember the most important guidelines of all: Assume nothing. Use common sense. If you’re not sure—ask.**

General Production Guidelines

1. A designated person from Production must be in charge and on site at all times.
2. Production will be assigned at least two Huntington Security Officers who have the authority to enforce all rules and pause or stop production if necessary.
3. Cast, crew and equipment are generally permitted on paths and lawns but must stay out of plant beds unless prior arrangements have been made. Carts and other wheeled equipment must have large rubber tires to go on grass. If for any reason (excess weight, damp or soft ground) wheels are causing ruts in the ground, then the equipment must go on plywood or stay on pavement.
4. Most parts of the gardens have absolutely no lighting. Production must provide work-lights of a type acceptable to The Huntington (and a generator and fire extinguisher if necessary) if any work (including wrapping out) will be done after dark. If The Huntington has to stop work due to inadequate (or no) work-lights, Production will be billed for the following day to complete work during daylight.
5. Smoking and Vaping are PROHIBITED. If smoking is required for a scene, Production must provide a non-flammable butt can in the vicinity of the set and smoking may occur only while scene is being shot.
6. The Huntington must approve all stunts, firearms, pyrotechnics and special effects to be used on the Premises at least 4 working days prior to filming. Production must provide Material Safety Data Sheets (MSDS) for any hazardous or special effects materials before approval can be considered.
7. Open flame (whether candles on set or catering sterno cans) are not permitted in gardens without prior arrangement.
8. Production must provide an adequate quantity of trash cans on the set and should regularly check the area to prevent the buildup of water bottles, half eaten food and any other trash, particularly during public hours.
9. Production must remove its trash from the Premises and must place its own bins in the parking lot if needed. Do not place waste in Huntington dumpsters. Production must ensure that all hazardous material used or generated is properly labeled, transported and stored while on the Premises, and disposed of, off site, by Production.
10. Cast, crew and other personnel associated with the production must remain in the areas assigned to the production and not wander around the property.
11. Guests should be pre-arranged and must stay with the production company. Minor guests are not permitted.
12. Any children present must be legally employed according to state guidelines for the employment of minors, including the presence of a studio teacher where required.
13. Pets are not permitted; animal actors of any species are permitted only by prior arrangement and with appropriate handlers. Service dogs must remain with their owners and be on leash at all times.
14. Production employees must respect the rights of Huntington staff and patrons at all times. The public and/or staff are not to be rerouted from any part of the grounds without prior approval and Huntington oversight. If pedestrians or vehicles need to be “held” momentarily for a shot, Huntington security will assist.

15. Bicycles, scooters, skate-boards, Segways, Frisbees, footballs, and other “day in the park” type props or equipment are not permitted in the parking lots or gardens and may only be allowed if required by the scene; these must be pre-approved and may only be used during the scene.
16. Armed Production security guards or bodyguards are prohibited without prior approval and restrictions apply.
17. Music and other audible playback are not permitted during open hours. Loud noises that might be audible beyond the Property are not permitted past 9:30 pm.
18. Cast and crew behavior and attire should be appropriate for a “sensitive” public location that admits children.
19. The consumption of alcoholic beverages is strictly prohibited.
20. Productions involving lingerie and nudity or semi-nudity are not permitted.

Damage Prevention

21. Every precaution must be taken to avoid any damage to Huntington grounds, statuary, art objects, and plants. You may not cut, trim, or alter any plants or remove plant labels.
22. Nothing may be tied to, hung on or leaned against statuary, buildings, trees or any other objects.
23. Marble, tile, and stone surfaces around the galleries are subject to special protection; mats, plywood or lay-out board may be required in these areas. No metal or food may be placed on bare marble, including marble garden benches.

Equipment and Vehicles

24. Drones are not permitted without prior approval and are considered on a case-by-case basis. Other restrictions apply.
25. Production must provide its own electricity unless otherwise authorized. There are no outlets available for your use. Generator size, type and location must be approved prior to start of work. If you use a small “putt-putt” generator you must provide a fire extinguisher standing by visibly in the immediate vicinity.
26. Electrical cables must be covered with “cross-overs” or rubber matting wherever they cross a road or walkway. Cables may not be run through plant-beds without prior approval. Cables may not be wound around or draped over any statues, structures or plants. Cable routes should be pre-approved, preferably on a tech scout.
27. Production must provide The Huntington with a list of all vehicles, equipment props and set dressing as early as possible and at least two business days prior to start of work. Items that have not been cleared in advance by The Huntington may not be allowed on site.
28. Only a few locations have access to adjacent restrooms. In most cases, Production will need to provide restroom facilities adjacent to the set for the cast and crew. Huntington restrooms are not to be used as dressing rooms or for makeup purposes.
29. Cast may not change clothes in public view; production must provide adequate facilities.
30. There is no access to wireless Internet, fax, copier, phone or other office services, and The Huntington cannot accept any deliveries for Production.
31. Roads and hydrants may not be blocked at any time. Vehicles must be properly parked to download.
32. Vehicles must exercise extreme caution and yield to pedestrians at all times. The speed limit within the gardens (as opposed to the parking lot) is 5 mph.
33. Production-related vehicles are not permitted to enter or exit The Huntington before 7:30 am or after 10 pm unless prior arrangements have been made.
34. Early vehicles should remain in a commercial neighborhood near the freeway; they must not stand by outside on the public street prior to entering, and vendors delivering rental equipment should be instructed to download inside The Huntington’s parking lot, not out on the street.
35. Check with The Huntington to make sure you are using the current approved truck route. The city changes this route from time to time. Vehicles violating approved access routes or times may be delayed and/or ticketed and incur fines to the Production.
36. Large vehicles will be restricted to a base camp in the parking lot, adjacent to crew parking. The Huntington will make every effort to accommodate necessary production vehicles closer to the set, but parking within the gardens is extremely limited. Parking locations near the set must be approved by the Huntington in advance, preferably at the tech scout. This includes access for shuttle vans and stake-beds.
37. Vehicles may not be driven on the grass without prior arrangement and adequate protection (usually plywood).
38. Golf carts and “Gators” are occasionally permitted for remote parts of the property and are approved on a case-by-case basis. You must bring your own. These must remain on the roads, and parking spots near the set must be pre-arranged, if there is room.

Specific Garden Restrictions

38. Filming in the Chinese Garden, Japanese Garden, Children's Garden, and Conservatory is generally restricted to Tuesdays or during non-public hours.
39. No one is allowed on the Japanese Garden bridge or in the Japanese houses without prior arrangement.
40. Filming is not permitted in the Zen Garden, Bonsai Courts, or Tea Garden.
41. No one is allowed in the water in any ponds or fountains without prior arrangement.