



**CITY OF COSTA MESA  
FILM/PHOTOGRAPHY PERMIT & CONDITIONS**

November 21, 2005

By Facsimile: 714.665.2168

**TO: John Casoria & Vicki Green**

**FROM: Carol Proctor, Film Permit Coordinator**   
**Management Analyst – City Manager’s Office**

**RE: FILM PERMIT – “Charles Billingsley Christmas Special”**

Your recent request (attached) for a film permit to conduct filming in Costa Mesa on the upper terrace/patio area at the Trinity Broadcast Network facility on Monday, November 28, 2005, from 5:00 p.m. to 8:00 p.m. has been **reviewed and approved by City staff, and subject to the following:**

1. City Manager’s Office: Approval is for filming at the Costa Mesa Trinity Broadcast Network facility as noted above and described in the attached film permit application, and per the following conditions.
2. Planning Division:
  - Production Lighting/Lights – The production director shall meet with building maintenance to test the lights to make sure that all lights are working properly. The lights shall also be examined prior to filming to ensure that the shielding around each light is in place and that the lights are directed in a manner to minimize the least impact of light on residential areas. Any repair or replacement of exterior production lights that involve the use of lifts and/or heavy equipment shall be conducted only between the hours of 9:00 a.m. and 5:00 p.m.
  - Amplified Sound – To ensure minimal impact to southerly residential neighbors, no outdoor speakers shall be used during this filming.
  - Noise – Please keep all noise associated with this 3-hour film shoot to a minimum and within the Costa Mesa Noise Ordinance standards, in consideration of residential neighbors.

**Please keep this letter and your approved film permit application on the film/photo shoot location. AS FILMING IS TO BE CONDUCTED SOLEY ON-SITE, NO FEES ARE REQUIRED.**

Thank you for your cooperation and your interest in filming in Costa Mesa. If you have any questions regarding the above, please do not hesitate to contact me at (714) 754-5688.

Attachment: Film/Photography Permit Application Request

c: Mel Lee, Senior Planner