



Rules and Policies

Filming and Photography at Travel Town

TRAVEL TOWN is an outdoor transportation museum dedicated primarily to the history of pre-World War II railroading. It is an operational unit of the Griffith/Metro Region of the Department of Recreation and Parks, and is owned by the City of Los Angeles. The Department considers that the education and entertainment of our visitors, and preservation of the Travel Town Collection, is more important than any other use of the facility or artifacts.

The following rules and policies apply to that area of Griffith Park which includes the Travel Town display area (seven acres of displayed equipment and various buildings), the small adjacent service yard, and the Travel Town parking lot, hereafter referred to in total as TRAVEL TOWN.

The person in charge at TRAVEL TOWN is the Operations manager. This Manager, and any staff members designated by him, will facilitate use of TRAVEL TOWN for filming or photography, answer questions, and enforce the rules. Special accommodations can be made only in advance, and must be directed to the Operations Manager for TRAVEL TOWN.

1. **No filming or photography may take place without a film permit from the City, and advance permission from the Recreation and Parks Film Coordination Office (323) 644-6220 and TRAVEL TOWN (323) 662-5874. The staff and Operations Manager will distinguish those private individuals whose filming or photography is a normal extension of a visit to Travel Town and is exclusively for personal use, which is permitted without advance approval. Any filming or photography which uses models, costumes, props, formalized posing, any substantial or unusual equipment, or which in any way interferes with normal visitor circulation requires advance approval.**
2. NO ALTERATIONS TO ANY ARTIFACTS ARE ALLOWED. NO EXCEPTIONS.
3. ABSOLUTELY UNDER NO CIRCUMSTANCE IS NUDITY ALLOWED.
4. TRAVEL TOWN will make every effort to accommodate requests to film or photograph, but if such a request conflicts with other activities at the facility, or in any way will interfere with the normal use of the facility by visitors, the request may be denied or approved only for hours the facility is not open to the public. Advance notice of at least two full weeks will

help staff coordinate the best time, date, and area within TRAVEL TOWN for desired filming or photography. Filming or photography is not allowed during operating hours. Accommodating special needs may be arranged; inquiries must be made at least 14 days in advance.

5. Any dressing of the artifacts or the premises, or any constructions on the premises, must be approved in advance by the Operations Manager. If such dressing or construction poses even the slightest risk of damaging the equipment in the TRAVEL TOWN Collection, the request will be denied.
6. Certain pieces of equipment can be moved; an operating diesel locomotive and caboose are available. Such arrangements are special and inquiries must be made at least 14 days in advance.
7. The areas used for filming or photography must be left clean and free from any dressing or constructions.
8. A TRAVEL TOWN staff member will be assigned to monitor filming and photography activities. His/her job is to protect the equipment and TRAVEL TOWN'S visitors. His/her requests and instructions must be obeyed.
9. In certain cases, the Operations Manager may require the person/organization filming to obtain the services of a Park Ranger, in addition to the TRAVEL TOWN staff member.
10. Permission to film anywhere in Griffith Park, including TRAVEL TOWN, incurs a fee. The Film Coordination Office can quote current fees. Non-commercial users, such as student filmmakers, may be eligible for reduced or waived fees. TRAVEL TOWN is subject to special facility use fees for certain areas, such as the railroad cars and the parking lot, and special fees cover any and every portion of the facility before or after regular operating hours; some of these fees may apply for a particular filming or photography use. Rates for facility use are set annually by the Board of Recreation and Parks Commissioners and can be quoted by the Operations Manager.
11. The News Media filming news stories or weather background are exempt from fees and do not need to obtain permits. They should identify themselves to the Operations Manager and coordinate their work with him/her and their staff. Local media crews on other assignments must contact the Film Coordination Office at (323) 644-6220 for information about possible permits or fees due.
12. TRAVEL TOWN is located at the northwest-corner of Griffith Park, reached from the Forest Lawn Drive exit off of the 134 Ventura Freeway. The address is 5200 West Zoo Drive, Los Angeles 90027; the telephone number is (323) 662-5874.