MOUNT WILSON OBSERVATORY

Contact Information:
filming@mtwilson.edu

Guidelines for Filmmakers at Mount Wilson Observatory

Background

Mount Wilson Observatory (MWO) is world famous as the site from which Edwin Hubble discovered the expansion of the Universe in the 1920s. He and other astronomers used the pioneering telescopes there beginning in 1904 to change the science of astronomy and launch our modern understanding of the Universe. The Observatory is located at an elevation of 5700 ft in a beautiful pine and oak forest, and its facilities offer a wide variety of fascinating and inspiring filming locales. The Observatory is operated by the Mount Wilson Institute (MWI), a 501(c)(3) non-profit corporation on behalf of the Observatory's owner, the Carnegie Institution of Washington.

Initial Contacts

Contact filming@mtwilson.edu to obtain a quotation of the amount of the required location fee. Please provide information regarding:

- Desired filming date(s)
- Desired location scouting date(s)
- Duration of film shoot in days and hours
- Size of film crew
- Likely filming locations (eg. inside telescope dome and/or exterior of domes & forest)
- Nature of filming (TV commercial, commercial entertainment, music video, documentary, etc.)

Prior to Filming

1. After establishing a firm filming date, a U.S. Forest Service Special Use Film Permit must be obtained. Permit application must be submitted to the U.S. Forest Service at least one week prior to filming. MWI will provide a letter giving our permission for filming and recommendation for issuing the permit. The USFS uses FilmLA to prepare and process permit applications. See www.fs.usda.gov/main/angeles/passes-permits for details.

2. A signed Location Agreement and location fee must be submitted to the Mount Wilson Office prior to filming.

3. You will be billed an hourly labor fee (at $100 per hour) to cover the costs of MWO staff involvement in overseeing and assisting during the actual film shoot up to and including a film crew size of 10 persons maximum. The required level of Observatory supervision for film crew sizes over 10 persons will be determined on a case by case basis with an additional charge of $25/hour per person billed to the production company. Payment is required in advance for the location fee and estimated labor charge and any additional billing by MWI will follow within one (1) week after the conclusion of filming.

4. A Certificate of Insurance which names the Mount Wilson Institute and the Carnegie Institution of Washington as additionally insured and provides full property damage and personal liability coverage in the amount of $2 million general aggregate ($1 million each occurrence) limits must be presented to MWI prior to commencement of the production. The Company must present confirmation of Workers' Compensation Insurance coverage for its employees engaged on the Property during production.

5. The Senior Production Representative on-site shall agree to and sign the Mount Wilson Observatory "On-Site Filming Requirements." This document covers specific Observatory regulations and safety issues that all production company employees must comply with while working at the Observatory. Failure to comply with these regulations will be grounds for suspension of filming until all issues are resolved to the satisfaction of the Observatory representative overseeing filming.

6. Failure to submit the U.S. Forest Service Special Use Film Permit, Location Agreement and fee, Certificate of Insurance and On-Site Filming Requirements documents prior to the start of filming shall result in denial of access to the Observatory for the purposes of filming.