

City of El Segundo

INSTRUCTIONS AND REGULATIONS FOR CONDUCTING FILMING, VIDEOTAPING, AND STILL PHOTOGRAPHY ACTIVITIES

350 Main Street, El Segundo, CA 90245 Phone (310) 524-2317 filming@elsegundo.org

Application processing will be coordinated through the REVENUE DIVISION. These instructions are meant to serve as a guide for processing a film permit application. These instructions are not deemed to be all-inclusive. Please refer to Title 4, Chapter 11 of the El Segundo Municipal Code for the complete text of the code.

FILM PERMIT PROCESSING:

TIME REQUIREMENTS

Film Permit applications **may** require up to **FIVE (5)** business days for processing before the filming date.

- **TWO** weeks advance notice is preferred to reserve Parks and Recreation Facilities for filming.
- Shorter lead times for filming that does not require City services and is low impact filming will be considered on a case-by-case basis.
- Longer lead times may be required for filming involving closure of public streets or right-of-way, or use of pyrotechnics, fire, or explosives for special effects. All special effects must be approved and/or permitted by the El Segundo Fire Department.

APPLICATION PROCESSING

1. A COMPLETE APPLICATION is submitted within the TIME REQUIREMENTS. The non-refundable application fee (\$1,618.00) must accompany the application. **Incomplete applications will not be accepted for processing.**
2. The complete application is submitted by the Administrator to the REVIEWING OFFICERS.
 - Based on the scope of the proposed filming a pre-filming operational meeting may be required.
3. When the application review is complete;
 - The permit fees are calculated and collected,
 - Applicant accepts the permit approval or conditional approval in writing by signing the indemnification agreement, and the permit is issued by the Administrator.

PERMIT APPLICATION – Only applications containing the following items will be considered **COMPLETE**:

1. The name, mailing address, and daytime telephone number of the person who will be present during, and responsible for the filming;
2. The address(es) or place at which the activity is to be conducted;
3. The specific location(s) at such address(es) or place(s);
4. The inclusive times and dates such activity will transpire;
5. A general statement of the character or nature of the proposed activity;
6. The number of personnel to be involved;
7. Anticipated use of any animals, pyrotechnics, fire, or explosives;
8. The food servicing arrangements;
9. Requests for special assistance at the location, including, without limitation, street closure, traffic control, and emergency services;
10. Whether the activity to be filmed includes vehicle chases or other activities dangerous to the participants or to the public, with a description of the activity to be filmed.
11. The amount and type of equipment and vehicles to be involved;
12. A declaration regarding notification of residences and businesses within the proximity zone as required;
13. Such other information as the administrator deems appropriate.
 - Plot Plan/Site Map - mandatory for all filming activities.
 - Parking Plan – mandatory for all filming activities which require parking or occupancy by any vehicle, equipment, or person associated with the filming activity on the public right-of-way.
 - Permission to Use Property Form – required for all filming activities on privately owned property.
 - Student and Non-Profit – letter from the school identifying the student or proof of non-profit organization.

FILMING NOTIFICATION – To meet the application and time requirements the Filming Notification must be delivered a minimum of **ninety-six (96) hours** prior to filming.

1. The Filming Notification must be delivered to every address in the Proximity Zone(s) on a form approved by the Administrator. (See sample for format and required language.)
2. A declaration regarding notification of residences and businesses within the proximity zone(s) is signed by the applicant. In conjunction with the signed declaration of delivery, the Applicant must submit a list detailing every address to which a notice was delivered.
3. Failure to distribute the notification letter as required will prevent the agency, filming/production company and/or applicant from submitting future permit applications.

INDEMNIFICATION AGREEMENT

Permittee must enter into a hold harmless agreement with the City which, in part, indemnifies City, its officers, employees, and agents, from any liability arising from permittee's filming in a form approved by the City Attorney.

INSURANCE REQUIREMENTS (See Examples)

It is recommended the film company contact the Risk Manager to ensure that the insurance requirements are met.

1. **Certificate of Insurance Form :**
 - *Minimum* requirements are: \$1,000,000 General Liability, \$100,000 Auto Coverage, and statutory limits for Worker's Compensation.
 - *Cancellation Clause: Must be amended to read exactly as follows: "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT."*
2. Endorsement Form as required by the City's Risk Manager.
3. Workers' Compensation coverage with a Waiver of Subrogation.

FEES AND DEPOSITS

1. Non-refundable film permit application fee: \$1,671.00 is required when the application and supporting documents are filed for processing.
2. Per Day of filming: \$132.00 (*See filming definition in municipal code.)
3. Film permit revision/rider: \$287.00 each.
4. Right-of-way permit fee: \$919.00 per day, per area, shall be paid whenever the permittee uses any portion of any public street, road, right-of-way or building, other than a building or property owned or controlled by the City. There are separate fees established for the use of these locations.
5. In addition to the fees and charges herein above established, the permittee shall pay all costs and direct overhead of the City for supervising, controlling and managing permittee's operation. This shall include, but is not limited to, all personnel costs, all material and supply costs, and all other direct costs and expenses of the City. These costs and expenses shall be computed at the conclusion of the project and shall be deducted from the deposit hereinafter required.
6. After the film permit application fee is paid and the application approved and before a permit is issued, the applicant shall deposit with the Director of Finance a cash deposit computed as follows:
 - Twice the amount determined by the Director of Finance to be the total cost to the City of El Segundo.
 - Plus a sum equal to all permit and license fees.

CANCELLATIONS

If filming is cancelled or a permit denied with less than a 24 hour notice, there will be a four-hour minimum charge for each police and/or fire officer assigned.

GENERAL PERMIT REQUIREMENTS

For safety reasons, and to protect the integrity of the City's neighborhoods, the following general regulations have been established:

- a. Neighbors within a proximity zone must be protected from glare caused by lighting used for filming after sunset.
- b. Written permission will be required from the property owner(s) and/or tenants of each location to be used.
- c. The hours for filming are 7:00 a.m. to 10:00 p.m.

Conditions for filming requests east of Sepulveda Boulevard will be flexible and no stricter than those requests west of Sepulveda Boulevard. Each request will be evaluated on a case-by-case basis.

NO PARKING SIGNAGE POSTING REQUIREMENTS

- No Parking signs must be posted seventy-two hours (72) hours prior to your event start time, including set-up.
- Verification that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from the initial placement of the signage **and** a minimum of twelve (12) hours prior to your set-up or arrival time is required. The documentation must be kept on file and provided to City representatives upon request.
- No Parking signs must be posted on the curb (sidewalk) next to the roadway tied to delineator posts.
- No Parking signs must be placed a minimum of every thirty-three (33) feet.
- Missing, collapsed, or damages No Parking signs must be replaced at least daily **and** a minimum of twelve hours prior to arrival time.



NOTE: No permit will be issued if it will result in any address located within a proximity zone having had filming for more than 25 days in the current calendar year.

City of El Segundo

FILM PERMIT AND CITY LOCATION FEES

350 Main Street, El Segundo, CA 90245
(310) 524-2317 filming@elsegundo.org

- | | | |
|----|---|--|
| 1. | Permit Application Fee (non-refundable) | \$ 1,671.00 |
| 2. | Daily Film Permit Fee | \$ 132.00 per day |
| 3. | Police Personnel* | \$ Actual cost
Estimated at \$275.00 per hour for deposit |
| 4. | Fire Personnel (estimate for deposit)*
(Includes Fire Inspections and Spot Check as Determined by ESFD) | \$ Actual cost
Estimated at \$245.00 per hour for deposit |
| 5. | Fee for Public Right-of-Way usage
(Streets, Sidewalks, City parking lots) | \$ 919.00 per day/per area |
| 6. | Film Permit Revisions/Riders | \$ 287.00 each |
| 7. | City Owned Parking Per Space | \$ 32.00 per day or \$3.00 per hour |
| 8. | Additional Street Department fees may be required should barricades or additional personnel be needed. Fees are calculated by the Street Department on an individual basis. | |

*Working around their normal schedule, Police and Fire personnel work film details on an overtime basis. Due to possible conflicts with work schedules, film companies should attempt to schedule work hours 7 days in advance. The Police Department may require supervisors to work if more than 3 officers are working at the same time. Work schedule cancellations by the production company within 24 hours of the scheduled filming hours will incur a 4-hour minimum charge for each officer involved (to be deducted from the permit fees).

The number of officers required is determined by the Police Department. All Police personnel scheduling will also be coordinated through the Police Department.

Fees are estimated in advance and actual costs will be calculated when the project is completed.



Appendix E

Fee Amount (\$)

Film Permit Processing

Film Location Fees

Unless otherwise stated, location fees are per hour with a four hour minimum. Staff fees are not included in these rates and will be added where applicable.

Recreation Park

Picnic Area	64.00
BBQ Area	150.00
Fire Circle	257.00
Volleyball Court	128.00
Roller Hockey Rink	257.00
Skate Park	257.00
Tennis, Racquetball, Paddle Tennis Courts	257.00
Grass Area	257.00
Basketball Court	257.00
Inflatables Surcharge (per event)	214.00

Athletic Fields

George Brett Field	257.00
Stevenson Field	257.00
Softball Field	257.00
Richmond Field	257.00
Campus El Segundo (1/2 Field Available)	342.00
Athletic Field Lighting Fee	53.00

Community Centers

Joslyn Center Multi-Purpose Room	107.00
Joslyn Center Craft Room	107.00
Joslyn Center Library	107.00
Clubhouse Tri-Room	107.00
Clubhouse Drop-in Room	107.00
Kitchen add-on at Joslyn or Clubhouse	107.00
Camp Eucalyptus	214.00
Teen Center Joslyn Center Social Hall	214.00
Clubhouse Auditorium	214.00

Aquatics Facilities

Hilltop Pool	353.00	Plus staff fees
Competition Pool (6+ hours)	4,076.00	Plus staff fees
Competition Pool (<6 hours)	2,155.00	Plus staff fees
Instructional Pool (6+ hours)	816.00	Plus staff fees
Instructional Pool (<6 hours)	495.00	Plus staff fees

Neighborhood Parks

Library Park	257.00
Independence Park	257.00
Constitution Park	257.00
Washington Park	257.00
Freedom Park	257.00
Hilltop Picnic	64.00
Acacia Picnic	64.00
Sycamore park (max capacity 25)	64.00
Kansas Park (max capacity 25)	64.00

City Owned Buildings

The use of city owned buildings for filming will be considered on a case by case basis. Fees will be determined by the City Manager or City Manager's Designee.

Parking Lot

Amount per parking space	32.00	or
	3.00	per hour

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Fees are estimated in advance and actual costs will be calculated when the project is completed.

1. **Certificate of Insurance Form :**
 - Minimum requirements are: \$1,000,000 General Liability, \$100,000 Auto Coverage, and statutory limits for Worker's Compensation.
 - Cancellation Clause: **Must be amended to read exactly as follows:** "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT."
2. Endorsement Form as required by the City's Risk Manager.
3. Workers' Compensation coverage with a Waiver of Subrogation.

INSURANCE REQUIREMENTS (See Examples)

It is recommended the film company contact the Risk Manager to ensure that the insurance requirements are met.

SAMPLE

Reproduction of Insurance Services Office, Inc. Form

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
ISSUE DATE:

THIS ENDORSEMENT CHANGES THE POLICY
PLEASE READ IT CAREFULLY

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE

Name of Person or Organization:

**THE CITY OF EL SEGUNDO, ITS OFFICERS, OFFICIALS, EMPLOYEES,
AGENTS & VOLUNTEERS**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement).

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

This insurance will be deemed "primary" such that any other insurance that may be carried by City of El Segundo will be excess thereto. This insurance will be on an "occurrence", not a "claims made," basis or equivalent.

It is agreed that this insurance will not be canceled, not renewed or the limits of coverage in any way reduced without at least (30) days advance written notice ten (10) days for non-payment of premium sent by certified mail, return receipt requested to:

**CITY OF EL SEGUNDO CITY CLERK
ATTN: BUSINESS SERVICES DIVISION
350 MAIN ST., ROOM 5
EL SEGUNDO, CA 90245-3813**

CG 20 10 11 85 or 88, Copyright, Insurance Services Office, Inc. 1984



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/29/24

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER [REDACTED]	CONTACT NAME: [REDACTED]	PHONE (A/C, No, Ext): [REDACTED]	PHONE (A/C, No, Ext): [REDACTED]
	ADDRESS: E-MAIL: daniel.rblbo@ajg.com		
CA License: [REDACTED]	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED [REDACTED]	INSURER A: [REDACTED]	[REDACTED]	
	INSURER B: [REDACTED]	[REDACTED]	
	INSURER C:		
	INSURER D:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		[REDACTED]	7/01/23	7/01/24	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$1,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	X		[REDACTED]	7/01/23	7/01/24	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) AUTO PHYSICAL DAMAGE INCLUDED IN M.E.
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION			[REDACTED]	7/01/23	7/01/24	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	[REDACTED] EVIDENCE ONLY	7/01/23	7/01/24	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	THIRD PARTY PROPERTY DAMAGE MISCELLANEOUS EQUIPMENT PROPS/SETS WARDROBE HIRED AUTO PHYSICAL DAMAGE			[REDACTED]	7/01/23	7/01/24	LIMIT: \$1,000,000 DED: \$5,000 LIMIT: \$1,000,000/\$150,000 DED: \$3,500 LIMIT: \$100,000 DED: \$3,500 DEDUCTIBLE 10% - OF LOSS SUBJECT TO A \$3,500 MIN / \$7,500 MAX LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
THE CITY OF EL SEGUNDO, ITS OFFICERS, OFFICIALS, EMPLOYEES, AGENTS & VOLUNTEERS ARE INCLUDED AS ADDITIONAL INSURED BUT ONLY AS RESPECTS CLAIMS ARISING OUT OF THE NEGLIGENCE OF THE NAMED INSURED. GENERAL LIABILITY COVERAGE IS PRIMARY.
[REDACTED]. CERTIFICATE HOLDER WILL RECEIVE THIRTY (30) DAYS WRITTEN NOTICE IN THE EVENT OF CANCELLATION, NON RENEWED OR REDUCTION.

CERTIFICATE HOLDER CITY OF EL SEGUNDO CITY CLERK ATTN: BUSINESS SERVICES DIVISION 350 MAIN STREET, ROOM 5 EL SEGUNDO, CA 90245	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE [REDACTED]

POLICY NUMBER: [REDACTED]

COMMERCIAL GENERAL LIABILITY [REDACTED]

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)

THE CITY OF EL SEGUNDO, ITS OFFICERS, OFFICIALS, EMPLOYEES, AGENTS & VOLUNTEERS

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to claims for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

[REDACTED] © ISO Properties, Inc., 2004

City of El Segundo

PERMISSION TO USE PROPERTY FOR FILMING

350 Main Street, El Segundo, CA 90245
(310) 524-2317 filming@elsegundo.org

I HEREBY GIVE PERMISSION TO _____ (Film Company)

FOR USE OF THE PROPERTY LOCATED AT _____ (Address)

FOR THE PURPOSE OF FILMING

ON THE FOLLOWING DATE(S): _____

AND TIME(s): _____

NOTES/COMMENTS _____

I understand that a copy of the City of El Segundo's "Motion Picture, Radio, and Television Production Regulations" Municipal Code Title 4, Chapter 11 is available at the Business License Office, 350 Main Street, El Segundo, California, or from the City's website at www.elsegundo.org.

OWNER OR RESIDENT OF PROPERTY

SIGNATURE(S)

PRINT NAME

TITLE

COMPANY

TELEPHONE NUMBER

City of El Segundo

FILMING NOTIFICATION DECLARATION

350 Main Street, El Segundo, CA 90245
(310) 524-2317 filming@elsegundo.org

DATE	
COMPANY NAME	
COMPANY REPRESENTATIVE	
PRODUCTION TITLE	
FILMING LOCATION(S)	
FILMING DATES & TIMES	
DATE(S) FILMING NOTIFICATIONS DELIVERED	
<p>Attached to this declaration is a listing of the addresses where filming notifications were delivered. I certify that a filming notification has been delivered to all address within the defined proximity zone for this project.</p> <p>I declare under penalty of perjury that the foregoing is true and correct.</p>	
SIGNED	

FILMING NOTIFICATION

Date: _____

We have proposed to film scenes for _____
(project title)

in your area. We are applying for a City of El Segundo film permit and will maintain all required insurance. We will provide for all public safety issues and will abide by all the rules and conditions of the permit. We will make every effort to not disturb you and will treat your neighborhood with the respect it deserves. Thank you in advance for your hospitality and cooperation while we are filming in your area.

Filming Location: _____

Dates of Filming: _____ Hours: _____

Type of Scenes: _____

If you have questions or concerns regarding this film project, please contact:

Production Company: _____ Address: _____

Location Manager: _____

Business Phone: _____ Cell Phone: _____

Production Manager: _____

Business Phone: _____ Cell Phone: _____

For any law enforcement or traffic concerns while filming activity is in progress, please contact: ESPD (310) 524-2255

As a condition of issuing a Film Permit, film companies are required to notify tenants and/or businesses within the 275 foot proximity zone of a filming area. You have received this notice because you are within a proximity zone.

If you have no concerns about the film project described above, you need to do nothing further.

If you disapprove of this project please call Business Services at (310) 524-2317 to file your Proximity Zone Protest. If the film permit administrator is unavailable to answer your call, please include your Name, Address, Telephone Number and Film Project Title in your message so that we may file your Proximity Zone Protest. This information must be provided for a Proximity Zone Protest to be valid.

Proximity Zone Protests are required to be filed a minimum of 48 hours prior to the start of filming.

You may request to be placed on an Annual Proximity Zone Protest listing for the remainder of the calendar year.

To do so, check the box below and return this in person, by mail, or email to:

Revenue Division at 350 Main St, El Segundo, CA 90245. filming@elsegundo.org

I would like to be placed on the Annual Proximity Zone Protest listing for 2023

Name _____ Address _____ Date _____

Addresses placed on the Annual Proximity Zone Protest listing will still receive future notification letters, but are not required to re-file individual nor annual protests until the current filing period expires. Annual Proximity Zone Protests expire every calendar year.