



Scene in San Francisco DISCOUNT CARD PROGRAM VENDOR GUIDELINES



The San Francisco Film Commission, part of the Mayor's Office, is proud to unveil the **Scene in San Francisco Discount Card Program**. By becoming a participating Scene in San Francisco vendor, your hotel will gain access to film and television productions that shoot in San Francisco, all of which bring millions of dollars per year in total revenue to the City.

Providing a discount is a requirement to become a participating hotel in the Scene in San Francisco Program. Scene in San Francisco hotels may choose to offer discounts to **both** production companies filming in San Francisco and to individual crew members working on those productions. (For example, you might offer production companies a fixed, reduced rate on hotel rooms and office space, while providing individual crew members with specials on spa treatments, restaurant meals, or 10% off the lowest available price on accommodations in hotel rooms and suites.)

- Providing a discount to either the production company or to individual crew members is a requirement for hotels participating in the Program. However, your establishment may also choose to offer discounts to both groups.
- Vendors must provide minimum discounts consistently to all holders of the Scene in San Francisco card.
- Discounts must be quantifiable (e.g., 10% off lowest available rate for meeting rooms, etc.).

In addition, every 6 months Scene in San Francisco hotels will be sent a form to report the amount of revenue their businesses have generated directly from the Program. The San Francisco Film Office will use this information to evaluate the success of the program and to justify the need for increased incentives to draw more film production—and the resulting revenue—to San Francisco.

♦♦ To have your hotel featured in the Scene in San Francisco website launch, submit this completed form by TUESDAY, January 11th! ♦♦

Please contact the San Francisco Film Office at 415-554-6241 with any questions.

CONTACT INFORMATION:

Hotel Name: _____

Address: _____

Zip: _____ Website: _____

Tel: _____ Fax: _____

Scene in San Francisco Liaison (to be listed on website): _____

Title: _____

Email: _____

Additional contact number or email: _____

HOTEL DESCRIPTION: For your Scene in San Francisco website listing, please describe your establishment (75 words or less).

OTHER HOTEL INFORMATION:

of Rooms _____

of Bars/Lounges _____

of Meeting Rooms _____

Restaurant? (Y/N) _____

Suites _____

Pool? (Y/N) _____

Specialty Suites _____

Business Center? (Y/N) _____

Office Space? (Y/N) _____

Parking for Passenger Cars? (Y/N) _____

Health club? (Y/N) _____

Parking for Cargo Vans & Equipment Trucks? (Y/N) _____

Spa? (Y/N) _____

Special Amenities? (Please Describe) _____

Would you be interested in offering discounted office space to productions? (Y/N) _____



Are you interested in receiving requests from productions interested in **filming** at your establishment? If so, your listing will appear with the movie camera icon (left).

Yes _____

No _____

EXCLUSIVE PRODUCTION DISCOUNT: Please describe any discount(s) your establishment will offer to production companies filming in San Francisco. ♦Please note any restrictions and/or special requirements for discount.

EXCLUSIVE CREW MEMBERS' DISCOUNT: Please describe any discount(s) your establishment will offer to individual crew members who work on San Francisco-based productions and who hold the Scene in San Francisco Discount card. ♦Please note any restrictions and/or special requirements for discount.

The Vendor stated above will participate in the San Francisco Film Commission's Scene in San Francisco Discount Program and will provide Card Holders with the minimum offer(s) stated above for a period of 1 year from date approved (indicated below). As a participating vendor, you reserve the right to modify your offer at any period with a 30-day prior written notice to the San Francisco Film Commission. To preserve the integrity of the program the Vendor will inform all employees of the Program and the offer(s) extended to Card Holders. The San Francisco Film Commission reserves the right to remove any listings that do not comply with its guidelines and may determine, in its sole discretion, whether to cease listing any discounted vendors on its website. The San Francisco Film Commission reserves the right to cancel this program at any time.

Print Name

Date

Signature

Title

Approved by: _____
(SF Film Commission Staff)

Date