



Screen Colombia Filming Guidelines

These guidelines are to be used as a benchmark of good working practice in Colombia.

Whilst every effort has been made to ensure that the information provided within these guidelines are accurate and up to date, Screen Colombia accepts no legal responsibility for any errors, omissions or misleading statements contained herewith. Nor do these guidelines constitute any form of contract or legal obligation on behalf of Screen Colombia to any third party.

General

There are no film crew unions in Colombia and working conditions are generally negotiable. There is a very strict code of conduct and working practice, with mutual respect between the various departments that both international and domestic crew adhere to. The following guidelines set out best practice for foreign producers and crews working in Colombia.

Permits

EU and US residents wanting to film in Colombia get a standard entry permit for 60 days when they arrive to Colombia. A letter of introduction is required from Screen Colombia detailing the purpose of the visit and listing any equipment being brought into the country to be classed as a temporary import in order to avoid export duty on departure.

Crew

Crew means all crew who are contracted from time to time by Screen Colombia. This does not include personnel subcontracted by suppliers (ie: caterers, cleaners, security guards etc).

Contracts

All crew will be expected to sign a contract with Screen Colombia detailing the terms and conditions during their contracted period and supply current copies of their Celular, RUT and EPS which should be up to date and cover the areas for which they are being contracted for.

Call Time

Call time is the call time stipulated by the producer in which the technician is required and obliged to be on set or any specific place. If the set/location is within a certain distance (to be agreed) of the production office, or hotel if on an away shoot, then call time will be the time the crew member is required on set regardless of own or provided transport. If the location is further than the agreed distance away from the production



office, then call time will be the time the crew member is required to be at the production office, hotel or vehicle collection point. If the location is further than the agreed distance from the production office or hotel, transport will be provided by Screen Colombia. Crew who do not utilize the provided transport must make their own way, at their own expense, to the location. If a specific crew member's call time on location is later than the departure time of the provided transport, then that crew member's travelling expense will be remunerated. Call and wrap time for designated drivers will be taken from the time of vehicle collection point to vehicle return point, regardless of distance or time to and from location.

Working Hours

Working hours per standard day, premium day, split shift day or night shoot and to which no overtime applies, shall be 12 hours including meals. The general acceptable practise on films is for crews to work 12 hours per day from call time including wrap out time and the main meal. Only after the specified hours are worked, will overtime apply. We will endeavour to ensure a minimum of a 10 hour turnaround period between wrap and call time of the same shoot, it being acknowledged that a turnaround of less than 10 hours is the exception and not the norm. Crew cannot be booked on a day shoot which falls on the day immediately following a night shoot.

Wrap

Wrap means the end of a shooting session and will normally be the end of the 12 hour day, technical wrap or return to base if the location is further than the agreed distance, as called by the producer. Payment for any additional work thereafter needs to be negotiated in advance otherwise overtime hours will apply.

Overtime

Overtime is calculated at time and a half and is payable on a standard day. Overtime will be charged for in quarter hour increments i.e. Wrap called after the quarter hour will be rounded up and wrap called up to the quarter hour will be rounded down.

Standard Day

A Standard Day shall mean a day shoot of 12 consecutive hours and applicable overtime hours. Call time for a standard day earlier than 5 am should be notified in advance, with a minimum of 3 days advanced warning and a provision for transport arranged.

Premium Day

A Premium Day constitutes Christmas Day, New Years Day and all shooting days after 6 consecutive shoot days, until a day of rest is provided. A Premium Day shall be calculated at 1.5 x the Standard Day. Overtime rates shall be calculated at premium day rates in respect of premium days. (i.e. 1.5 x time and a half. Sundays and all other National Public Holidays unless they constitute a seventh or greater consecutive day of



shooting will not be considered Premium Days and be paid at the normal Standard Day rates.

Continuous Day

A Continuous Day is a 10.5 hour day with no break for lunch which must be agreed at least 3 days prior.

Split Shift

A Split Shift shall mean a day and night shoot is called by the producer in which a minimum time out of 4 hrs is called. Time Out is the total rest time called by Screen Colombia to create a split shift day and shall not be less than 4 hours. This 4 hour period is from wrap to call time back on set if set is within a certain distance (to be agreed) radius from base, or from wrap time to call time back at base if the set is further than the agreed distance from base. Screen Colombia must inform all the crew of the split shift on confirmation of the booking.

Screen Colombia has the option to call a split shift day. The minimum payment will be for a standard day. If standard day working hours are exceeded, the normal overtime structure applies. If a split shift day is called on a premium day, then premium rates shall be paid. Call time on a split shift day should work to the guideline of no later than 08h00 for the first shift or later than 16h00 for the second shift.

Travel Day

Travel Day shall mean a day called as such by Screen Colombia and in which the travel time is not greater than standard day hours (i.e. 12 hours). For a travel day, half of the standard day rate shall apply to all crew even if travel occurs on a premium day. If more than 12 hours are travelled, payment for those hours travelled over 12 hours will be on a pro rata basis calculated at standard day rates, regardless of what day the travel occurs. (e.g. travel of 14 hours = half day of 6 hours plus 2 hours pro rata = 8 hours).

For a travel day, designated drivers shall be paid a standard day rate, even if travel occurs on a premium day. If standard day working hours are exceeded, the normal overtime structure applies.

Equipment Check, Tech Recce, Pre-light, Pre-rig and De-rig Days

Equipment Check, Pre-light, Pre-rig and De-rig days mean a day(s) called as such by Screen Colombia in which the hours worked do not exceed 6 hours. If less than half (half being 6 hours excluding a meal break) of standard day hours are worked on a gear check day, then half the standard day rate shall apply. If more than 6 but less than 12 hours are worked, payment will be on a pro rata basis calculated at standard daily rates. On a premium day, premium rates will apply. If more than 12 hours are worked, normal overtime rates will apply.



Night Shoot

Night Shoot means a shoot in respect of which call time is 15h00 or later. If a shoot is called between 12h00 and 15h00, but continues after 24h00, it will revert to being deemed a night shoot. Screen Colombia must inform the crew of a night shoot at the time of confirmation of the booking.

Extended Day

Extended Day means a standard day shoot of more than 14 hours which must be agreed in advance between all crew /agents and producers prior to the first day of shooting.

Day Off and Rest

A Day Off is where a minimum of 24 hours rest is given, a minimum of 1 day in every seven is to be given as a rest day unless agreed to prior. No less than 6 hours rest should ever be given to crew members. No crew member shall work without having had 6 hours rest. On shoots of 4 weeks or less, crews generally work a 6 day week, 12 hours a day. On longer shoots it is preferable to shoot a 5 day week or to alternate between a 5 and 6 day week.

Turnaround

Turnaround is usually a minimum of 10 hours from return to unit base/wrap/technical wrap to call-time. Time for travelling distances over 50km to set or unit base are usually excluded from the turnaround time.

Payment

Crew will be paid within sixty (60) days of submission of an appropriate invoice providing all relevant legal paperwork has been submitted in accordance with the contract and government regulations including copies of relevant RUT, current EPS and Celular. Payments will only be made once any outstanding floats, if applicable, have been reconciled with Screen Colombia. In the event of any queries, Screen Colombia may only withhold payment for an individual crew member and not the entire agent's statement for any given production.

Cancellation

Cancellation means either the cancellation of a confirmed shoot day or the cancellation of a confirmed crew member. Remuneration for cancellation of commencement of a confirmed shoot day shall be paid in accordance with the contract. Screen Colombia shall only be entitled to confirm the crew booking once the client has confirmed the job and not before. Should a confirmed crew member cancel themselves off a shoot directly or through an agent, the cancellation costs of a confirmed shoot day shall be paid in accordance with the contract.



Postponement

Postponement of a shoot means the postponement of a confirmed shoot to a later date as advised by Screen Colombia. If a confirmed crew member is not available for the new shoot dates cancellation fees as detailed in their contract shall apply.

Meals

There will be a maximum of 6 hours between meals. If a call time is before 08h00, breakfast will be provided. This also applies to recce and prelight days. The six hours is calculated from completion of the previous meal. The period of time allocated for meals should not be less than half an hour. Meals are to be provided during a split shift if food is unavailable nearby to the studio/location where the split shift is called. Main meal allocation time is one hour.

Allowances

For locations over 40km away crew members can only expect travel remuneration for travel costs when no transport is provided. Car allowances range from \$50,000 to \$120,000 per day depending on the type of car and use. Instead of charging a car allowance, mileage can be reimbursed as per agreed amount depending on the vehicle type.

Insurance

Crew are responsible for their own health and medical insurance and must produce a copy of a current certificate as proof on signing their contract. Equipment, personal belongings and vehicles owned by individual crew members to be used either for personal use or within their professional capacity is the responsibility of that particular crew member. If insurance is to be charged, it must be negotiated upfront with the producer.

It is the responsibility of the Production to ensure that they have adequate insurance cover including cover for Public Liability and any third party claims.

Rental equipment is normally covered under the rental houses own insurance policy which normally has a surcharge of 10%.

Taxation - Retencion

Retencion en la fuente is a general term that can be directly translated as a withholding tax. Retencion is an amount withheld by the party making payment to another (payee) and paid to the taxation authorities (DIAN). The amount the payer deducts may vary, depending on the nature of the product or service being paid for. The payee is assessed on the gross amount, and the tax to be withheld (retencion/the withholding tax) is computed in that assessment. The retencion is deducted at source and is applicable to payments made to contractors.



Taxation - Value Added Tax (IVA)

The standard rate of value added tax (IVA) in Colombia is 16%. Colombian value added tax (IVA) is levied on taxable supplies of goods and services by a taxable person within Colombia and on the importation of goods into Colombia by any person.

The value added tax (IVA) is a variant of the sales-tax. This tax charges 16% of the price of sale of all kind of merchandise, goods, and services, with some exceptions. The Dian recognizes two separated categories (regimenes) of IVA 'responsibles': The common and the simplified. The first refers to commercers with estimated patrimony over 68 million Colombian pesos (about 34,000 dollars), and the second refers to those with patrimony lesser to that. Although both are obligated to pay the same percentage, the simplified 'responsibles' are not obligated to carry separated book keepings for the IVA or to generate sale bills.

Exports (and some specific items) are zero rated. Foreign film productions are eligible as an export if they match the criteria set out by DIAN but are required to pay IVA in the interim period before a rebate is issued.

To apply for the production to be classed as an export a contract must be signed in a timely manner with the Screen Colombia prior to the commencement of any work.

BUDGETS & RATES

Rates can vary depending on location and length of shoot, for more information on rates or budgets please contact us directly.