

**CITY OF REDLANDS
PHOTOGRAPHY/FILMING PERMIT APPLICATION**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Project Title: _____ Date: _____

Company: _____ Location Manager: _____

Mailing Address: _____ Phone: _____

_____ Production Manager: _____

_____ Phone: _____

Co. Phone _____ Other Contact: _____

Co. Fax _____

Production Dates: _____

1. **Production Type:** Still Photography (*complete items 1-5 only*)
- TV Commercial TV Movie TV Episode Feature Film
- Music Video Corporate Video Other _____

2. **Total Personnel:** _____

3. **Equipment Detail:** (Supply exact number of each item to be used at filming location):

Generators: _____ Cars: _____ Trucks: _____

RV's _____ Other: _____

4. **Insurance:** Before a film permit is issued, a valid and acceptable Certificate of Insurance must be submitted. Please see film permit insurance requirements on page 4.

Insurance will be submitted by time _____ and date _____

Insurance Certificate Attached Insurance Certificate on File Insurance Certificate Not Available

Insurance Company: _____ Expiration Date: _____

5. **Location Shoot Specifics:** Please give specifics about your shoot in the table below, attach sheets if more space is needed. You must include the name(s) of property owner(s), address(es), nearest cross streets and telephone number(s) of the filming location(s). Also describe all scenes to be filmed including animals, pyrotechnics and stunts.

DATE	TIME	LOCATION / ACTIVITY	PREP/FILM/STRIKE

Section below to be completed by City Staff for Still Photography permits only:

Check all the apply	YES	NO	YES	NO
6. Property Owner Permission Required:	<input type="checkbox"/>	<input type="checkbox"/>	7. Road Encroachment Permit Required:	<input type="checkbox"/>
8. Law Enforcement Required:	<input type="checkbox"/>	<input type="checkbox"/>	9. Road Encroachment Permit Required:	<input type="checkbox"/>

10. **Downtown Filming:** It is City's policy that downtown business is provided a **two-week notice** of and all road closures/construction affecting the downtown area. The applicant must perform the following:
- Personally notify the business along State Street in the filming areas.
 - Supply the Counter Services Technician with documentation stating the business and employee notified
 - Post "No Parking" signs 48 hours prior to road closure (signs must be posted on street lamp or street sign. No posting of signage on trees is allowed.
 - Signs must be removed at the end of the event
 - Abide by all other requirements outlined in the Film Permit and Road Closure Permit.

Attach additional sheets if necessary for any of the following questions.

11. **Traffic** If filming is planned on City of Redlands streets and/or City property, please submit a site plan showing location(s) of cast, crew, vehicle(s) and the route to be traveled in order to film a scene. Describe your plan for controlling traffic, (i.e. personnel and devices to direct traffic):

If filming is to take place on City streets, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production:

12. **Stunts / Special Effects:** If your project will involve stunts or special effects, please provide detailed information about the specifics planned:

Pyrotechnics Specifics: _____

Pyrotechnician: _____ License # _____

Hazardous Materials to be used: _____

Wild Animals to be used: _____

13. **Aerial Stunts/ Elements:** Please detail any aerial stunts, helicopter landings, hot air balloons, etc. to be utilized in your shoot:

Section below for office use only:

Permit # _____
Approved by: _____ Title: _____
Application Fee: \$446
Location Fee (_____ Days X \$ _____/Day) Additional Charges: _____
Total Due: _____
Conditions of Approval: _____ _____ _____

Special Approvals / Permits Required:	<input type="checkbox"/> Road Encroachment	Downtown Business Notification Date: _____
<input type="checkbox"/> No Special Approvals / Permits	<input type="checkbox"/> Permit Fire Department	
<input type="checkbox"/> Required Police Department Approval	<input type="checkbox"/> Approval Property Owner	
<input type="checkbox"/> FAA Approval	<input type="checkbox"/> Homeowner Association	
<input type="checkbox"/> PM-10 Permit	<input type="checkbox"/> Downtown Business Notification	
Attachments: _____		

This Permit will be Effective _____ Through _____

GENERAL CONDITIONS:

Permittee agrees to all the terms and conditions of this permit including provisions listed at the bottom of this form and any attachments.

In the event any action is commenced to enforce or interpret the terms or conditions of this permit the prevailing party shall, in addition to any costs or other relief, be entitled to recover its reasonable attorney's fees. Permittee waives all claims against the City, its officers, agents, and employees, for loss of damage caused by, arising out of or in any way connected with the exercise of this permit and permittee agrees to hold harmless, indemnify and defend City, its officers, agents and employees from any and all loss, damage or liability which may be suffered or incurred by the City, its officers, agents and employees caused by, arising out of or any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of the City. City shall have the privilege of inspecting the premises covered by the permit at any or all times. This permit shall not be assigned. City may terminate this permit at any time if permittee fails to perform any covenant herein contained at the time and in the manner herein provided. City agrees it will not unreasonably exercise this right of termination. The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees, or agents of the City. No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto. Permittee agrees to comply with the terms and conditions contained in the attached Exhibit(s), which terms and conditions are by this reference made a part thereof. The permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit. Permit must be kept on site at all times. City makes no representation or warranty as to condition of any property or facilities used by permittee and it is the responsibility of permittee to fully inspect all such property and facilities to determine their condition prior to their use, and in going forward, assumes all risks associated with the condition of property or facilities.

Applicant's Name: _____
Applicants Signature: _____
Representative of (Company Name): _____
Date: _____



MANAGEMENT SERVICES
DEPARTMENT
Human Resources/Risk
Management Division

City of
REDLANDS

Incorporated 1888
35 Cajon Street, Suite 10
P.O. Box 3005, Redlands, CA 92373
909-798-7514

DANIELLEGARCIA
Director, Management Services

TOMMING, PHR
Assistant Director, HR/Risk Management

INSURANCE REQUIREMENTS – FILM PERMIT

The City of Redlands looks forward to serving as a location for your Media Production. In order for a Film Permit to be issued for your operations within the City, we require that you provide a Certificate of Insurance for the duration of the project. Failure to do so may result in the voiding of your Permit and forfeiture of any fees paid toward or associated with its procurement.

Instruct your insurance agent/broker to furnish properly executed **certificates of insurance** to the City either via email to insurance@cityofredlands.org or U.S. Mail to:

**City of Redlands
Risk Management Division
P.O. Box 3005 Redlands,
CA 92373**

For **Single Day Productions**, please evidence:

- General Liability Insurance
 - Limit: \$1 Million Dollars Per Occurrence
 - City of Redlands listed as an Additional Insured on the Policy
- Certificate should also note
 - Production Location(s) & Date of Operation

For **Multiple Day Productions**, please evidence:

- General Liability Insurance
 - Limit: \$1 Million Dollars Per Occurrence/ \$2 Million Dollar Aggregate
 - City of Redlands listed as an Additional Insured on the Policy
- Certificate should also note the details of the Film Permit
 - Production Location(s), Dates of Operation

Questions regarding Insurance may be directed to Myletta Tillman at (909) 798-7514 Ext. 1792 or insurance@cityofredlands.org

