



Film Production/Photography Project Application

A completed application must be submitted a minimum of thirty (30) business days prior to your proposed start date for permits that require City services such as Police, Fire, and Film Permit Oversight. Failure to do so may result in a change to your start date. The City reserves the right to require supplemental information and may deny any permit due to, but not limited to, an incomplete or incorrect application and lack of qualified insurance.

We are committed to processing your application as quickly as possible. If we are able to provide you with an earlier start date, we will. If you have any questions, please call Recreation Coordinator [Allyson Desbaillets](#) at [805-654-7749](tel:805-654-7749).

1. Film/Photography Application Fee(s)

- \$200 One-Day Film/Photography Fee
- \$310 Multi-Day Film/Photography Fee (two or more days)
- \$50 Student Film/Photography Application Fee option (must submit "Attachment C - Film School Verification Form")

Of note: should City services be required, such as Police, Fire, Parks & Recreation, Code Enforcement or permit oversight, you will be notified and all additional charges due prior to the issuance of your final permit.

2. Film Production/Photography Project Information

- B-Roll
- Commercial
- Feature Film
- Feature Film-Short
- Music Video
- PSA
- Still Photography
- TV Pilot
- TV Series
- Reality
- Other _____

3. Project Information

Production Title: _____

Production Company/School: _____

Production Supervisor: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Cell Number: () _____ Telephone: () _____

Location Manager: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Cell Number: () _____ Telephone: () _____

Site Contact: _____

Email: _____ Cell Number: () _____

4. Film Production/Photography Project Description - Basic Overview:

5. City of Ventura Film/Photography Location & Filming Information:

Film/Photography Location Address: _____

Residence Public Right-Of Way Business (name) _____

Prep Date: _____ From: _____ AM PM To: _____ AM PM

Filming Date: _____ From: _____ AM PM To: _____ AM PM

Filming Date: _____ From: _____ AM PM To: _____ AM PM

Filming Date: _____ From: _____ AM PM To: _____ AM PM

Strike Date: _____ From: _____ AM PM To: _____ AM PM

Briefly describe action at this location:

Film Action/Equipment - Check all that apply for this location::

- | | | |
|---|--|---|
| <input type="checkbox"/> Building Façade Changes | <input type="checkbox"/> GoPro Filming | <input type="checkbox"/> Simulated Gunfire |
| <input type="checkbox"/> Cranes | <input type="checkbox"/> Interior Dialogue | <input type="checkbox"/> Stunts |
| <input type="checkbox"/> Drive Up/Away | <input type="checkbox"/> Street/Lane Closure | <input type="checkbox"/> Traffic Control (Police Services Required) |
| <input type="checkbox"/> Drive with Flow of Traffic | <input type="checkbox"/> Lighting Kites | <input type="checkbox"/> Tow Shots |
| <input type="checkbox"/> Drone | <input type="checkbox"/> Lighting Truck | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Equipment in Curb Lane | <input type="checkbox"/> Oversized Equipment | _____ |
| <input type="checkbox"/> Equipment on Sidewalk | <input type="checkbox"/> Pedestrian Access Control | _____ |
| <input type="checkbox"/> Exterior Dialogue | <input type="checkbox"/> Running Shots | _____ |

Generator: Will a generator be used at this film/photography location? No Yes

If yes - a Fire Safety Officer may conduct an on-site inspection of the generator(s) and provide oversight as needed.

Generator will be ready for Fire Inspection on this date: _____ and time: _____ AM PM

Type of Generator: _____

Location: _____ Date: _____ From: _____ AM PM To: _____ AM PM

Location: _____ Date: _____ From: _____ AM PM To: _____ AM PM

NOTE: Use of a generator in residential areas after 10 pm is not permitted.

Will this film/photography location require "No Parking-Tow Away" signage? No Yes

If yes - Permittee is responsible for posting all "No Parking/Tow Away" signage no less than 72 hours prior to filming and taking down all signage no more than 24 hours after filming. All "No Parking/Tow Away" signage must be on regulation 12" by 18" card stock with red letters on white background and must be placed on either barricades or delineator cones.

Location: _____ Date: _____ From: _____ AM PM To: _____ AM PM

Location: _____ Date: _____ From: _____ AM PM To: _____ AM PM

"Parking Paystation Location": Will this location require removal of parking at a metered space Downtown? No Yes

If yes - Permittee is responsible for paying a \$50 fee and the cost of the metered space for the number of hours used. All spaces cost \$1 per hour between 10 am and 9 pm. In addition, it is the Permittee's responsibility to post "No Parking - Tow Away" signs where required.

Fee Calculation: Number of metered spaces _____ x _____ hours x \$1 = subtotal

Fee total is: subtotal + \$50 fee = _____

Notification - Will this location impact businesses and/or residents? No Yes

If yes - Permittee is responsible for attempting to notify all businesses and residents within the impacted area at least 48-hours in advance of filming. Written notification must include production details such as dates, times, and production contact phone number.

Crew, Talent & Vehicles: Please indicate the total number for this film/photography location.

Crew: _____ Cast/Talent: _____ Cars: _____ Trucks: _____ Motorhome(s): _____ Catering: _____ Structures: _____

Please indicate where crew, cast/talent, and production vehicles will park while shooting at this location:

6. Will pyrotechnics (including fire & explosives) be used at any film/photography location? No Yes

If yes, please include locations and provide additional details:

Pyrotechnician's Name: _____ License #: _____ Telephone: () _____

7. Will hazardous materials be used at any film/photography locations? No Yes

If yes, please include locations and provide additional details:

8. Will simulated weapons, vehicle chases, or other activities dangerous to participants or the public, be used at any film/photography locations? No Yes

If yes, please include locations and provide additional details:

9. Will sound amplification equipment be used at any film/photography location? No Yes

If yes, Please include locations and provide additional details:

10. Will animals be used at any film/photography location? No Yes

If yes, please include locations, number and type of animals and provide additional details:

11. Notes, special conditions, or additional requests:

12. Business License Number: _____ Not yet obtained

Most film permits require a City of Ventura business license for activities conducted from a place other than a fixed location of business and for limited periods of time. Proof of a business license is required prior to the issuance of a film permit.

Call [805-658-4715](tel:805-658-4715) or visit www.cityofventura.ca.gov/businesslicense for more information and to obtain a business license application.

13. Will alcohol be served or sold during the Film Production/Photography Project? No Yes

14. Insurance & Indemnification:

- Yes, we have insurance and will submit the required documents.
- No, we do not have insurance and need to purchase insurance through the City of Ventura's insurance broker.

Applicant acknowledges and agrees, as a part of this Film Production/Photography Project application, to procure and maintain in full force and effect all of the insurance required by "Attachment A", and submit the Certificate of Insurance, Additional Insured Endorsement, and Primary Noncontributory Endorsement to the City's Risk Manager for review and approval, no less than five business days prior to engaging in activities on public property. Insurance documents can be emailed to rm_special@cityofventura.ca.gov. The approval shall be communicated to the Permittee and to the City's Community Partnerships Division by the City's Risk Management Division.

Of Note: Insurance coverage limits are subject to change based on the unique liability associated with each Film Production/Photography Project over and above standard coverage limits. The City's Risk Manager will determine the Insurance Requirements based on the details of the Film Production/Photography Project and its activities.

Depending on the nature and extent of filming, a Performance Bond may be required.

In addition, Applicant will be required to indemnify the City as provided in "Attachment B".

13. Payments, Cancellations, & Refunds:

Pursuant to the San Buenaventura Municipal Code (SBMC), all estimated fees for labor, supervision, overhead, administration, and use of any and all City equipment, and/or supplies shall be paid by the Permittee *prior* to filming. Any additional or unanticipated services and subsequent expenses incurred by the Permittee shall be paid by the Permittee within (30) days of receipt of an invoice submitted by the City.

A 24-hour notice of cancellation is required to receive a full refund of film permit fees, excluding application and reservation fees. If said cancellation is less than 24-hours from date and time of the film event, Permittee is liable for all estimated fees as outlined in the film permit.

14. Applicant Acknowledgment and Agreement

I, _____, the authorized representative for this Application ("Applicant") do hereby acknowledge that I have read the terms and conditions of this application; that the terms and conditions are acceptable, that I have the legal authority to bind Applicant to the terms hereof, and Applicant agrees to abide by, comply with, and accept full and complete responsibility therefore.

Authorized Representative:

Signature

Date

Printed Name & Title



OFFICE USE ONLY	
Permit No:	_____
Permit Received:	_____
Routed For Review:	_____
Final Approval:	_____
Payment:	_____

**Community Partnerships Division
Special Event, Film & Photography Permits**

Allyson DesBaillets
adesbaillets@cityofventura.ca.gov
[805-654-7749](tel:805-654-7749)

501 Poli Street, Room 226
Ventura, CA 93001

Attachment A
INSURANCE REQUIREMENTS FOR FILM AND PHOTOGRAPHY PERMITS

	Tier I	Tier II
	Film and Photography Basic Requirements	Film and Photography Enhanced Requirements
Coverage Types and Limits		
a) Commercial General Liability (CGL)	\$1 million per occurrence AND \$2 million aggregate	\$2 million per occurrence AND \$2 million aggregate if policy is written for a single permit OR \$2 million per occurrence AND \$4 million aggregate if policy covers multiple filming/photography events
b) Drone or Aviation Insurance if drones will be used	\$1 million per occurrence AND \$2 million aggregate	\$2 million per occurrence /aggregate at Risk Manager's discretion
c) Liquor Liability Insurance if alcohol is served or sold at the filming	N/A	\$ 2 million per occurrence / aggregate at Risk Manager's discretion
d) Blanket Additional Insured Endorsement or Additional Insured Endorsement for Premises and Ongoing Operations such as form CG 20 26 04 13 or equivalent on <u>all</u> Liability policies	x	x
e) Primary and Non-contributory Endorsement on <u>all</u> Liability policies	x	x

Additional Requirements:

- Policies must be written by an Insurance Company with an AM Best rating of at least A:VII
- The Description of Operations box on the Certificate of Insurance shall contain this language:
The City of San Buenaventura, its officials, officers, agents, employees and volunteers shall be named as an additional insured under the All Liability policies are Primary and Non-Contributory. 30-day notice of cancellation will be provided to the Certificate Holder.
- The Certificate Holder section of the Certificate of Insurance shall specifically state:

*The City of San Buenaventura, its officers, officials, employees and agents
501 Poli Street
VENTURA, CA 93001*



Attachment B

INDEMNIFICATION REQUIREMENT FOR FILM PRODUCTIONS/PHOTOGRAPHY PROJECTS

Included in the Film Production/Photography Project permit, is the following required Indemnification Agreement:

SAMPLE

Film Production/Photography Project Indemnification Agreement

Permittee agrees, as an express condition of CITY’s issuing the Film Production/Photography Project permit requested by Permittee and as a separate independent covenant to provide the insurance coverage of the type, form, and with the limits set forth in “Attachment A”, attached hereto and incorporated herein by this reference, that Permittee shall indemnify, defend (at CITY’s request and with counsel satisfactory to CITY), and hold CITY harmless from and against any claim, action, damages, costs (including without limitations, attorney’s fees), injuries, illness, or liability, arising out of or relating to any negligent act, negligent omission, or wrongful conduct related in any way to Permittee’s Film Production/Photography Project, including the negligent actions, negligent omissions, or wrongful conduct or transmission of communicable disease of/by its vendors and contractors. In the event the CITY determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the Permittee shall be required to pay any and all costs of such legal action, including reasonable attorney’s fees, incurred by the CITY, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the CITY should otherwise agree with Permittee to waive said fees and/or costs or any part thereof. The foregoing shall not apply if the Permittee prevails on every issue in the enforcement proceeding. For purposes of this section “CITY” includes the City of San Buenaventura’s officers, officials, employees, agents, representatives, and certified volunteers.

In exercising this Permit, the Permittee shall comply with all Federal and State laws and regulations, health orders and all City Ordinances. This Permit shall be read to be consistent with all provisions of Federal and State law and regulations and City Ordinances and shall not authorize or be construed to authorize any Film Production/Photography Project or activity that violates any provision of Federal or State law or regulations or City Ordinance. If a Film Production/Photography Project or activity may constitute a violation of a City Ordinance, that provision of the Municipal Code may only be waived by action of the City Council.

PERMITTEE ACKNOWLEDGEMENT AND AGREEMENT

I, _____, the authorized representative for this Film Production/Photography Project, “Permittee”, do hereby acknowledge that I have read the terms and conditions of this permit, that the terms and conditions are acceptable, that I have the legal authority to bind Permittee to the terms hereof, and Permittee agrees to abide by, comply with, and accept full and complete responsibility therefore.

Authorized Representative: _____ Date: _____
(Signature)

(Printed Name & Title)



Attachment C
FILM SCHOOL VERIFICATION FORM

TO: City of Ventura Film Permit Office

This letter will serve to verify that (print student's name) _____

is a current matriculated student at (school) _____.

The film/photography project titled _____ is a required assignment of the above listed student's curriculum and is not being produced for commercial release.

I, (instructors' name) _____ verify the above is true and correct.

Instructor's Signature

Date

Student's Signature

Date

Submit this letter along with the City of Ventura's Film & Photography Permit Application to:
Allyson DesBaillets, Film/Photography Permits Coordinator
805-654-7749
adesbaillets@cityofventura.ca.gov
501 Poli Street, Room 226
Ventura, CA 93001

