

5. 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 Film Location:

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

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" cardboard 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 numbered space Downtown? No Yes

If yes - Permittee is responsible for paying a \$20 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. It is the permittee's responsibility to post no parking signs if needed as described in the "No Parking - Tow Away" section.

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

Fee total is: subtotal + \$20 fee = _____

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

If yes - Permittee is responsible for notifying all businesses/residents within the effected area 1 week prior to filming. Written details of production (times, date) and contact phone number.

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

Crew: _____ Talent: _____ Cars: _____ Trucks: _____ Motorhome(s): _____ Catering: _____

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

6. Will pyrotechnics be used at any film/photography location? No Yes

If yes - Please include location and explain:

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

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

If yes - Please include location and explain:

8. Will simulated weapons be used at any film/photography location? No Yes

If yes - Please explain:

9. Notes, Special Conditions, or Requests:

10. Business License Number: _____ Not yet obtained

Most special events and filming permits require a City of Ventura business license for both non-profit and commercial sponsored activities conducted from a place other than a fixed place of business and for limited periods of time. Proof of a business license is required prior to the issuance of a special event or filming permit. Call 805-658-4715 or visit www.cityofventura.ca.gov/businesslicense for more information and for a business license application.

11. Insurance Requirements: 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.

If your event includes multiple vendors, you must either cover the vendors under an umbrella policy or each vendor must provide insurance listing the City of Ventura, its officials, employees, volunteers, as additionally insured.

Permittee shall supply proof of public **liability insurance** from an insurance company licensed to do business in the state of California and having a financial rating in Best's Insurance Guide of not less than AA VII. Such insurance shall provide "occurrence" coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the event. Such insurance shall be in the minimum amount of **\$1,000,000** combined single limit.

A copy of the policy or a certificate of insurance along with an endorsement page shall be filed with the City of Ventura Community Partnerships Office at a minimum of fourteen (14) business days prior to scheduled event. The Certificate of Liability must include the following language in the Certificate Holder box:

City of Ventura, Special Events
P.O. Box 99
501 Poli St, Room 218
Ventura, CA 93002-0099

The Endorsement page MUST state that the insurance is Primary and Noncontributing with respect to any other insurance available to the City and shall include severability of interest (cross-liability) clause. It is important to note that insurance, including an Additional Insured Endorsements are required for the event host and all vendors participating in the proposed event. The additionally insured endorsement page must also include the following language in the "schedule" section:

City of Ventura, its officials, volunteers, employees
P.O. Box 99
501 Poli St
Ventura, CA 93002-0099

Permittee indemnifies, will defend (at CITY's request and with counsel satisfactory to CITY), and holds CITY harmless from and against any claim, action, damages, costs (including without limitations, attorney's fees), injuries, or liability, arising out of Permittee's acts, errors or omissions, negligence, or wrongful conduct (regardless of CITY's passive negligence, if any) in connection with this Permit. For purposes of this section "CITY" includes the City of San Buenaventura's officers, officials, employees, agents, representatives, and certified volunteers.

In the event the City determines that it is necessary to take legal action to enforce any of the provisions of the conditions, and such legal action is taken, the applicant 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 applicant to waive said fees or any part thereof. The foregoing shall not apply if the Permittee prevails on every issue in the enforcement proceeding. **For further insurance questions contact the Risk Management Office: 805-654-7760**

12. Payments, Cancellations, & Refunds: Pursuant to the 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.

I (please print), _____, the below signed, do hereby certify that all information supplied here is true and correct to the best of my knowledge and belief, that I have read and understand the agreements, rules and regulations governing the proposed activity on this application, and that this application is made subject to the terms and conditions established by the Ventura City Council, the City Manager or his/her designee.

Signature of Authorized Representative

Date

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



SPECIAL EVENTS / FILM / PHOTOGRAPHY PERMIT OFFICE

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