Film Permit Application

City of El Segundo | 350 Main St | El Segundo, CA 90245 | (310) 524-2317 | Fax (310) 640-0489

☐ Commercial ☐ Feature Film ☐ TV Series ☐ TV Pilot ☐ Spec Spot ☐ Still Photo
☐ Reality TV ☐ Student Film ☐ Music Video ☐ Video/DVD ☐ Edu/Info ☐ PSA ☐ Director's Reel

Production Title: Total Number of Cast/Crew:

Company: Phone:

Address: City: State: Zip:

Location Mgr: Cell Phone: Email:

On-Site Contact Person: Cell Phone: Email:

Location Dept. Phone: Location Dept. Fax:

Permit Service: Office Phone: Office Fax:

FILM LOCATION **DATES** **HOURS From: To:**

Location 1: Film Dates: Hours:

Location 2: Film Dates: Hours:

PREP DAYS & TIMES **STRIKE DAYS & TIMES**

Location 1:

Location 2:

DESCRIPTION OF FILMING ACTIVITIES

FILMING ACTION: Note all locations by number, (i.e. *1,2,5 INT Dialogue)*

_____INT Dialogue _____Dolly/Curb Lane _____Process Trailer _____Smoke/Open Flame/Fogger _____Overnight Parking
_____EXT Dialogue _____Camera/Curb Lane _____Condor _____Nudity or Partial Nudity _____Catering w/ BBQ
_____Lane Closure _____Driving/Flow/Traffic _____Scissor Lift _____Music Playback _____Animals
_____Street Closure _____Drive Up/Away/By _____Wet Down _____Backyard Filming _____Police Car/Motor
_____Dolly/Sidewalk Crane _____Tow Shots _____Rain / Snow Effects _____BeeBee or Musco Night Light _____Crane / Camera
_____Equip/Sidewalk _____ITC _____IPC _____Gunfire / Weapons _____Ritter Fans _____Tents or Pop-ups

WEAPONS (Yes / No) **GUNFIRE (Yes / No)** **SPECIAL EFFECTS (Yes / No)** **F/X #**

Type of F/X: Squibs/Bullet Hits Explosion Fire Effects Sparks Other:

Type of Gunfire: Automatic Semi-Automatic Single shot Full Load Half Load Quarter Load

Description of F/X scene:

PLOT PLAN / SITE MAP: (Attach Plot/ Site Map) – Required for all Filming Activity.
PARKING PLAN: (Attach Parking Map) – Required for vehicles/equipment you plan to park on City streets ONLY.

Trucks	Cranes	Picture Cars	Vans	Crew Cars	Genie	Trailers	Motorhome	Bebee

Address of Basecamp:

Address of Crew Parking:

LIGHTING: Neighbors within a proximity zone must be protected from glare caused by lighting used for filming after sunset.

POSTING: Film Company is responsible for posting and removing No Parking signs. Indicate all posting of City streets on Parking Plan and submit with application. Parking signs must be removed promptly and parking released when area is no longer needed.

COMPANIES ASSOCIATED WITH THE PRODUCTION (Catering, Tent, Security, etc.) List the company, contact person and phone number.
A business license is required for all businesses and independent contractors working in the City of El Segundo.

I agree to comply with all City requirements pertaining to the issuance of this permit. I understand that failure to do so may result in the immediate discontinuance of operations, revocation of permit, and/or forfeiture of deposit and fees.

SIGNATURE PRINT NAME DATE

Production Title	Production Co.	Film Date(s):

POLICE DEPARTMENT _____ **Date** _____

Recommendations/Requirements_____

_____

_____

_____

FIRE DEPARTMENT _____ **Date** _____

Recommendations/Requirements_____

_____

_____

_____

RISK MANAGER _____ **Date** _____

Recommendations/Requirements_____

_____

_____

_____

PUBLIC WORKS _____ **Date** _____

Recommendations/Requirements_____

_____

_____

_____

BUILDING-SAFETY _____ **Date** _____

Recommendations/Requirements_____

_____

_____

_____

PARKS & RECREATION _____ **Date** _____

Recommendations/Requirements_____

_____

_____

_____

FILMING NOTIFICATION

Date: January 1, 2015

We have proposed to film scenes for "Product" Commercial
(project title)

in your area. We are applying for a City of El Segundo film permit and will maintain all required insurance. We will provide for all public safety issues and will abide by all the rules and conditions of the permit. We will make every effort to not disturb you and will treat your neighborhood with the respect it deserves. Thank you in advance for your hospitality and cooperation while we are filming in your area.

Filming Location: Address

Dates of Filming: January 1, 2015 Hours: 7:00 AM to 10:00 PM

Type of Scenes: Interior dialogue

If you have questions or concerns regarding this film project, please contact:

Production Company: Company Address: Address

Location Manager: Rep

Business Phone: Phone Cell Phone: Cell

Production Manager: _____

Business Phone: _____ Cell Phone: _____

For any law enforcement or traffic concerns while filming activity is in progress, please contact:

The El Segundo Police Department (310) 524-2760

As a condition of issuing a Film Permit, film companies are required to notify tenants and/or businesses within the 275 foot proximity zone of a filming area. You have received this notice because you are within a proximity zone.

If you have no concerns about the film project described above, you need to do nothing further.

If you disapprove of this project please call Business Services at (310) 524-2317 to file your Proximity Zone Protest.

If the film permit administrator is unavailable to answer your call, please include your Name, Address, Telephone Number and Film Project Title in your message so that we may file your Proximity Zone Protest. This information must be provided for a Proximity Zone Protest to be valid.

Proximity Zone Protests are required to be filed a minimum of 48 hours prior to the start of filming.

You may request to be placed on an Annual Proximity Zone Protest listing for the remainder of the calendar year. To do so, check the box below and return this in person, by mail, or fax to:

Business Services Division at 350 Main St, El Segundo, CA 90245. Fax (310) 640-0489

☐ **I would like to be placed on the Annual Proximity Zone Protest listing for 2015**

Name_____ Address_____ Date_____

Addresses placed on the Annual Proximity Zone Protest listing will still receive future notification letters, but are not required to re-file individual nor annual protests until the current filing period expires. Annual Proximity Zone Protests expire every calendar year.

City of El Segundo

FILMING NOTIFICATION DECLARATION

350 Main Street, El Segundo, CA 90245
(310) 524-2317 Fax (310) 640-0489

DATE	
COMPANY NAME	
COMPANY REPRESENTATIVE	
PRODUCTION TITLE	
FILMING LOCATION(S)	
FILMING DATES	
DATE(S) FILMING NOTIFICATIONS DELIVERED	

Attached to this declaration is a listing of the addresses where filming notifications were delivered. I certify that a filming notification has been delivered to all address within the defined proximity zone for this project.

I declare under penalty of perjury that the foregoing is true and correct.

SIGNED	

City of El Segundo

PERMISSION TO USE PROPERTY FOR FILMING

350 Main Street, El Segundo, CA 90245
(310) 524-2317 Fax (310) 640-0489

I HEREBY GIVE PERMISSION TO _____ (Film Company)

FOR USE OF THE PROPERTY LOCATED AT_____ (Address)

FOR THE PURPOSE OF FILMING ON THE FOLLOWING DATE(S) _____

NOTES/COMMENTS_____

_____

I understand that a copy of the City of El Segundo's "Motion Picture, Radio, and Television Production Regulations" Municipal Code Title 4, Chapter 11 is available at the Business License Office, 350 Main Street, El Segundo, California, or from the City's website at www.elsegundo.org.

OWNER OR RESIDENT OF PROPERTY	
SIGNATURE(S)	
PRINT NAME	
COMPANY	
TELEPHONE NUMBER	

City of El Segundo

PLOT, SITE, or PARKING MAP

350 Main Street, El Segundo, CA 90245
(310) 524-2317 Fax (310) 640-0489

PRODUCTION TITLE	PRODUCTION CO.	
CONTACT PERSON	PHONE	PAGER
FILMING DATES	TIME	POSTING

1. **Plot Plan/Site Map**: mandatory for all filming activities and for each location. Indicate/outline the areas where filming and ancillary activities will take place, (vehicle parking, equipment placement, base camp, etc.) on property.
2. **Parking Plan**: also required for all filming activities which require parking or occupancy by any vehicle, equipment, or person associated with the filming activity on the public right-of-way. Indicate areas to be posted for "NO PARKING".
3. Create the required maps on separate pages.

NOTE: Film Company and Safety Officers: Fire trucks require 20 feet of clearance in the roadway. As a result, the company shall only park on one side of the street, unless the on-site officer determines that there is adequate clearance and motorist visibility with parking on both sides of the street.

Indicate camera placements with **C<=** **Indicate light** locations with **L<=** **Indicate** dolly tracks with **@**

TOTAL NUMBER OF VEHICLES, INCLUDING GENERATORS:

Please indicate: RED, YELLOW, NO PARKING, and BUS ZONES.

Film Liaison:	Date:

City of El Segundo

COMPANIES ASSOCIATED WITH PRODUCTION

350 Main Street, El Segundo, CA 90245
(310) 524-2317 Fax (310) 640-0489

All companies and independent contractors working in the City of El Segundo are required to hold a valid business license before any work commences in the City.
List the company name, company representative, contact telephone number and business license number.

Company Name	Company Representative	Telephone	Business License

City of El Segundo

MOTION PICTURE, RADIO, OR TELEVISION PRODUCTION PERMIT CONTACTS

350 Main Street, El Segundo, CA 90245
(310) 524-2317 Fax (310) 640-0489

Risk Management

Angelina Garcia, Risk Manager	(310) 524-2314

Police Department

Amanda O'Donell, Traffic Division	(310) 524-2296
Traffic Sergeant	(310) 524-2298

Fire Department

Fire Marshal, Fire Prevention	(310) 524-2239
Bill Hatcher, Fire Prevention	(310) 524-2237

Public Works

Engineering Division	(310) 524-2357
Craig Jackson, Streets Division	(310) 524-2709

Building & Safety

Jamie Taylor	(310) 524-2350
Ocean Kwon	(310) 524-2349

Recreation & Parks

Meredith Petit, Director	(310) 524-2880
Jesse Bobbett, Acting Recreation Superintendent	(310) 524-2702

Library

Debra Brighton, Director	(310) 524-2730

City of El Segundo

INSTRUCTIONS AND REGULATIONS FOR CONDUCTING FILMING, VIDEOTAPING, AND STILL PHOTOGRAPHY ACTIVITIES

350 Main Street, El Segundo, CA 90245 Phone (310) 524-2317 Fax (310) 640-0489

Application processing will be coordinated through the BUSINESS SERVICES DIVISION. These instructions are meant to serve as a guide for processing a film permit application. These instructions are not deemed to be all-inclusive. Please refer to Title 4, Chapter 11 of the El Segundo Municipal Code for the complete text of the code.

FILM PERMIT PROCESSING:

TIME REQUIREMENTS

Film Permit applications may require up to **SIX (6)** business days for processing before the filming date.

- Shorter lead times for filming that does not require City services and is low impact filming will be considered on a case-by-case basis.
- Longer lead times may be required for filming involving closure of public streets or right-of-way, or use of pyrotechnics, fire, or explosives for special effects. All special effects must be approved and/or permitted by the El Segundo Fire Department.

APPLICATION PROCESSING

1. A COMPLETE APPLICATION is submitted within the TIME REQUIREMENTS. The non-refundable application fee ($640.00) must accompany the application. **Incomplete applications will not be accepted for processing.**
2. The complete application is submitted by the Administrator to the REVIEWING OFFICERS.
   - Based on the scope of the proposed filming a pre-filming operational meeting may be required.
3. When the application review is complete;
   - The permit fees are calculated and collected,
   - Applicant accepts the permit approval or conditional approval in writing by signing the indemnification agreement, and the permit is issued by the Administrator.

PERMIT APPLICATION – Only applications containing the following items will be considered **COMPLETE**:

1. The name, mailing address, and daytime telephone number of the person who will be present during, and responsible for the filming;
2. The address(es) or place at which the activity is to be conducted;
3. The specific location(s) at such address(es) or place(s);
4. The inclusive times and dates such activity will transpire;
5. A general statement of the character or nature of the proposed activity;
6. The number of personnel to be involved;
7. Anticipated use of any animals, pyrotechnics, fire, or explosives;
8. The food servicing arrangements;
9. Requests for special assistance at the location, including, without limitation, street closure, traffic control, and emergency services;
10. Whether the activity to be filmed includes vehicle chases or other activities dangerous to the participants or to the public, with a description of the activity to be filmed.
11. The amount and type of equipment and vehicles to be involved;
12. A declaration regarding notification of residences and businesses within the proximity zone as required;
13. Such other information as the administrator deems appropriate.
    - Plot Plan/Site Map - mandatory for all filming activities.
    - Parking Plan – mandatory for all filming activities which require parking or occupancy by any vehicle, equipment, or person associated with the filming activity on the public right-of-way.
    - Permission to Use Property Form – required for all filming activities on privately owned property.
    - Student and Non-Profit – letter from the school identifying the student or proof of non-profit organization.

FILMING NOTIFICATION – To meet the application and time requirements the Filming Notification must be delivered a minimum of **ninety-six (96) hours** prior to filming.

1. The Filming Notification must be delivered to every address in the Proximity Zone(s) on a form approved by the Administrator. (See sample for format and required language.)
2. A declaration regarding notification of residences and businesses within the proximity zone(s) is signed by the applicant. In conjunction with the signed declaration of delivery, the Applicant must submit a list detailing every address to which a notice was delivered.
3. Failure to distribute the notification letter as required will prevent the agency, film company and/or applicant from submitting future permit applications.

INDEMNIFICATION AGREEMENT

Permittee must enter into a hold harmless agreement with the City which, in part, indemnifies City, its officers, employees, and agents, from any liability arising from permittee's filming in a form approved by the City Attorney.

INSURANCE REQUIREMENTS (See Examples)

It is recommended the film company contact the Risk Manager to ensure that the insurance requirements are met.

1. **Certificate of Insurance Form :**
   - *Minimum* requirements are: $1,000,000 General Liability, $100,000 Auto Coverage, and statutory limits for Worker's Compensation.
   - *Cancellation Clause:* **Must be amended to read exactly as follows:** *"SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT."*
2. Endorsement Form as required by the City's Risk Manager.
3. Workers' Compensation coverage with a Waiver of Subrogation.

FEES AND DEPOSITS

1. Six-hundred-forty-dollar ($640.00) non-refundable film permit application fee is required when the application and supporting documents are filed for processing.
2. Ninety-seven-dollars-and-fifty-five-cents ($99.66) for each day of filming*. (See filming definition in municipal code.)
3. One-hundred-seventy-five-dollar ($175.00) fee for each film permit revision/rider.
4. Seven-hundred-fifty-dollars ($750.00) permit fee per day shall be paid whenever the permittee uses any portion of any public street, road, right-of-way or building, other than a building or property owned or controlled by the City. There are separate fees established for the use of these locations.
5. In addition to the fees and charges hereinabove established, the permittee shall pay all costs and direct overhead of the City for supervising, controlling and managing permittee's operation. This shall include, but is not limited to, all personnel costs, all material and supply costs, and all other direct costs and expenses of the City. These costs and expenses shall be computed at the conclusion of the project and shall be deducted from the deposit hereinafter required.
6. After the film permit application fee is paid and the application approved and before a permit is issued, the permittee shall deposit with the Director of Finance a cash deposit computed as follows:

   Twice the amount determined by the Director of Finance to be the total cost to the City plus a sum equal to all permit and license fees.

CANCELLATIONS

If filming is cancelled or a permit denied with less than a 24 hour notice, there will be a four-hour minimum charge for each police and/or fire officer assigned.

GENERAL PERMIT REQUIREMENTS

For safety reasons, and to protect the integrity of the City's neighborhoods, the following general regulations have been established:

a. Neighbors within a proximity zone must be protected from glare caused by lighting used for filming after sunset.
b. Written permission will be required from the property owner(s) and/or tenants of each location to be used.
c. The hours for filming are 7:00 a.m. to 10:00 p.m.

Conditions for filming requests east of Sepulveda Boulevard will be flexible and no stricter than those requests west of Sepulveda Boulevard. Each request will be evaluated on a case-by-case basis.

NOTE: No permit will be issued if it will result in any address located within a proximity zone having had filming for more than 25 days in the current calendar year.

INSURANCE ENDORSEMENT

(FAX THIS FORM AND SAMPLE TO YOUR INSURANCE COMPANY)

THE FOLLOWING CITY REQUIRED LANGUAGE *(IN ITALICS)* MUST BE PLACED ONTO POLICY ENDORSEMENT FORM(S) BY YOUR INSURANCE COMPANY:

THE CITY OF EL SEGUNDO, ITS OFFICERS, OFFICIALS, EMPLOYEES, AGENTS & CERTIFIED VOLUNTEERS

This insurance will be deemed "primary" such that any other insurance that may be carried by City of El Segundo will be excess thereto. This insurance will be on an "occurrence," not a "claims made," basis or equivalent. This insurance includes "Completed Operations" coverage.

It is agreed that this insurance will not be canceled, not renewed or the limits of coverage in any way reduced without at least (30) days advance written notice ten (10) days for non-payment of premium sent by certified mail, return receipt requested to:

CITY OF EL SEGUNDO CITY CLERK
ATTN: DIRECTOR OF FINANCE
350 MAIN ST., ROOM 5
EL SEGUNDO, CA 90245-3813

PLEASE NOTE THAT ACORD AND/OR OTHER CERTIFICATES OF LIABILITY INSURANCE ARE ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER (CITY OF EL SEGUNDO.) CERTIFICATES DO NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY POLICIES NAMED.

CERTIFICATES OF LIABILITY INSURANCE MUST BE SENT ALONG WITH COMPLETED ENDORSMENT FORM(S).

THE CITY OF EL SEGUNDO IS EXPECTING YOUR INSURANCE COMPANY TO SEND:

1. **CORRECTLY AMENDED/COMPLETED POLICY ENDORSMENT FORM(S) (See Sample on Page 2)**
2. **ACORD AND/OR OTHER CERTIFICATES OF LIABILITY INSURANCE WITH CITY OF EL SEGUNDO INFORMATION LISTED FOR YOUR COMPANY'S POLICIES.**
   a. **THE CANCELLATION CLAUSE MUST BE AMENDED TO READ EXACTLY AS FOLLOWS:**
      "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT."

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ~~[illegible]~~ MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, ~~[illegible]~~
~~[illegible]~~
~~[illegible]~~

SAMPLE

Reproduction of Insurance Services Office, Inc. Form

POLICY NUMBER: COMMERCIAL GENERAL LIABILITY
ISSUE DATE:

THIS ENDORSEMENT CHANGES THE POLICY
PLEASE READ IT CAREFULLY

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

THE CITY OF EL SEGUNDO, ITS OFFICERS, OFFICIALS, EMPLOYEES, AGENTS & VOLUNTEERS

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement).

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

This insurance will be deemed "primary" such that any other insurance that may be carried by City of El Segundo will be excess thereto. This insurance will be on an "occurrence", not a "claims made," basis or equivalent.

It is agreed that this insurance will not be canceled, not renewed or the limits of coverage in any way reduced without at least (30) days advance written notice ten (10) days for non-payment of premium sent by certified mail, return receipt requested to:

CITY OF EL SEGUNDO CITY CLERK
ATTN: BUSINESS SERVICES DIVISION
350 MAIN ST., ROOM 5
EL SEGUNDO, CA 90245-3813

CG 20 10 11 85 or 88, Copyright, Insurance Services Office, Inc. 1984

City of El Segundo

FILM PERMIT AND CITY LOCATION FEES

350 Main Street, El Segundo, CA 90245
(310) 524-2317 Fax (310) 640-0489

1.	Permit Application Fee (non-refundable)	$ 640.00
2.	Daily Film Permit Fee	$ 99.66 per day
3.	Police Personnel*	$ 95.00 per hour
4.	Police Vehicle	$ 5.00 per hour
5.	Fire Personnel*	$ 59.00 per hour
6.	Fire Vehicle	$ 5.00 per hour
7.	Fee for Public Right-of-Way usage (Streets, Sidewalks, City parking lots)	$ 750.00 per day
8.	Film Permit Revisions/Riders	$ 175.00 each
9.	Fire Inspection (spot check determined by Fire Dept.)	$ 95.00

10. Additional Street Department fees may be required should barricades or additional personnel be needed. Fees are calculated by the Street Department on an individual basis.

*Working around their normal schedule, Police and Fire personnel work film details on an overtime basis. Due to possible conflicts with work schedules, film companies should attempt to schedule work hours 7 days in advance. The Police Department may require supervisors to work if more than 3 officers are working at the same time. Work schedule cancellations by the production company within 24 hours of the scheduled filming hours will incur a 4-hour minimum charge for each officer involved (to be deducted from the permit fees). The number of officers required is determined by the Police Department. All Police personnel scheduling will also be coordinated through the Police Department.

City of El Segundo

FILM PERMIT AND CITY LOCATION FEES

350 Main Street, El Segundo, CA 90245
(310) 524-2317 Fax (310) 640-0489

City Location Fees:

LOCATION	FEE PER DAY
Recreation Park	$10,000.00
Gordon Clubhouse	$2,000.00
Joslyn Center	$2,000.00
Racquetball Courts	$1,000.00
Paddle Tennis courts	$1,000.00
Picnic Areas (each location #1 - #10)	$1,000.00
BBQ Area	$1,000.00
Fire Circle	$1,000.00
Stevenson Field	$1,000.00
Softball Field	$1,000.00
George Brett Field	$1,000.00
Tennis Courts	$1,000.00
Basketball Courts	$1,000.00
Volleyball Courts	$600.00
Roller Hockey Rink	$1,000.00
Handball Court	$600.00
Teen Center	$2,000.00
Camp Eucalyptus	$2,000.00
Urho Saari Swim Stadium	$2,000.00
Hilltop Park & Pool	$1,000.00
Acacia Park & Pool	$600.00
Library Park	$1,000.00
Sycamore Park	$600.00
Kansas Park	$600.00
Candy Cane Park	$600.00
Holly Valley Park	$600.00
Independence Park	$600.00
Constitution Park	$600.00
Washington Park	$1,000.00
Freedom Park	$1,000.00
All City-owned Buildings	$2,000.00
Golf Course	
Facility (General Administrative)	$2,500.00
Driving Range	$3,500.00
Golf Course	$2,500.00
Pro Shop	$2,500.00
Lessons	$2,000.00
Food & Beverage	$2,000.00
Total Golf Course	$15,000.00