

**FILM PERMIT APPLICATION**

PUBLIC WORKS DEPARTMENT; 700B E. Hueneme Rd, Port Hueneme, CA, 93041

(805) 986-6507 / Fax: (805) 986-6565 / Inspector (Cell): 805-986-6507

Email: pwpermits@cityofporthueneme.org / <http://www.ci.port-hueneme.ca.us>

Film Permit No: _____

Date Applied: _____

Rev. 11/2020

A completed application must be submitted a minimum of fifteen (15) business days prior to your proposed start date for permits that require City services such as Police, and Fire. 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 contact us at the information listed above.

1. Film Production/Photography Project Information

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

2. Description of Scene(s) Basic Overview:**3. Applicant Information:**

Applicant Requesting: ☐ Law Enforcement ☐ Reserved Parking | Will Scenes Involve: ☐ Water ☐ Fire/Smoke ☐ Aircrafts ☐ Private Property
Permittee/Production Company: _____ Phone: _____ Email: _____
Address Street No: _____ Street Name: _____ City: _____ Zip code: _____
Primary Contact: _____ Phone: _____ Email: _____
Agent/Broker Company: _____ Phone: _____ Email: _____
Address Street No: _____ Street Name: _____ City: _____ Zip code: _____
Primary Contact: _____ Phone: _____ Email: _____
Location Manager: _____ Phone: _____ Email: _____
Address Street No: _____ Street Name: _____ City: _____ Zip code: _____
Primary/Site Contact: _____ Phone: _____ Email: _____

4. Attachments Included:

☐ Insurance Form ☐ Traffic Control Plan ☐ Insurance Cert. ☐ Indemnification Form ☐ Fire Questionnaire ☐ Map (filming & parking Area)
☐ List of Vehicles ☐ Other: _____

5. Will pyrotechnics (fire & explosives) be used at any film/photo location? ☐ No ☒ Yes, If yes, include locations & provide additional details:

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

6. Will simulated weapons, vehicle chases, or other activities dangerous to participants or the public, be used at any film/photo locations?

☐ No ☐ Yes, If yes, please include locations and provide additional details:

7. Will sound amplification equipment be used at any film/photo location? ☐ No ☒ Yes, If yes, please include locations & provide additional details:

8. Notes, special conditions, or additional requests:

9. 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.

Contact: Fabian Castellon; fcastellon@cityofporthueneme.org; (805) 986-6524 OR Jennifer Lang; jang@cityofporthueneme.org

10. Submit for Review the Ventura County Fire Questionnaire: ☐ No ☐ Yes;

Contact: Lori Ross, Filming Fire Safety Coordinator at (805) 947-8535 or FAX (805) 383-4766; Lori.Ross@ventura.org



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- Please complete this page for **EACH LOCATION** associated with the production/project -**11. Film/Photography Location & Filming Information:**

Film/Photography Location Address: _____

☐ Residence ☐ Public Right-Of-Way ☐ Business (Name) _____ ☐ Hueneme Beach ☐ Moranda Park ☐ Community Center
☐ Bubbling Springs ☐ Rec Corridor/Creek ☐ Civic Center ☐ Bolker Park

Prep Date: _____ From: _____ ☐ AM ☐ PM To: _____ ☐ AM ☐ PMFilming Date: _____ From: _____ ☐ AM ☐ PM To: _____ ☐ AM ☐ PMFilming Date: _____ From: _____ ☐ AM ☐ PM To: _____ ☐ AM ☐ PMStrike Date: _____ From: _____ ☐ AM ☐ PM To: _____ ☐ AM ☐ PM

Briefly Describe at This Location: _____

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

☐ Cranes	☐ Interior Dialogue	☒ Simulated Gunfire
☒ Drive Up/Away	☒ Street/Lane Closure	☒ Stunts
☒ Drone	☒ Lighting Kites	☒ Traffic Control (Police Services Req'd)
☒ Equipment in Curb Lane	☒ Lighting Truck	☒ Pyrotechnics
☒ Equipment on Sidewalk	☒ Oversized Equipment	☐ Other: _____
☒ Exterior Dialogue	☒ Pedestrian Access Control	_____
☒ GoPro Filming	☒ Running Shots	_____

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.

"Beach Parking Paystation Location": Will this location require a paid parking space at the Beach? ☐ No ☐ Yes

If yes - Permittee is responsible for paying a \$8 fee for each parking space. In addition, it is the Permittee's responsibility to show on map which spaces are requested so that the City can post "No Parking - Tow Away" signs..

Fee Calculation: Number of metered spaces: _____ x \$8 = subtotal

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:



12. SPECIAL CONDITIONS - COMMERICAL MOTION OR STILL PICTURE PHOTOGRAPHY

- a. **SIGNS REQUIRED:** The permittee shall be responsible for providing, installing and maintaining traffic signs in accordance with the traffic control plan and as directed by the City of Port Hueneme Inspector. Filming shall not begin until the required signs are installed.
- b. **FAILURE TO COMPLY** with all permit conditions or to conduct all operations as directed by the City of Port Hueneme Inspector shall result in the cancellation of this permit and immediate removal of all personnel and equipment from the City road right of way.
- c. **TRAFFIC DELAYS SHALL BE LIMITED TO LESS THAN THREE (3) MINUTES** under the direction of the City of Port Hueneme inspector. The length of the traffic delays may be further restricted at the discretion of the City of Port Hueneme Inspector.
- d. Requests for cancellations, rescheduling or modifications of the permitted filming hours, locations or other permit conditions, shall be made during office hours (7:30 am – 4:30pm, Monday – Thursday and Alternate Fridays) by calling (805) 986-6507 48-hours in advance of the filming starting time. Failure to provide notifications may result in permit cancellation and forfeiture of permit fees. **All cancellations must be followed up by a written notice of cancellation.**
- e. Base camp, including catering trucks, restroom facilities, equipment trucks, props, personal vehicles, etc. shall be located on private property, not on the paved roadway or on the road shoulder.
- f. Walkie-talkies, to be continually maintained in working condition, shall be provided by the permittee to the City of Port Hueneme Inspector and patrolmen.
- g. The number of vehicles and personnel on City right of way shall be limited only to those immediately necessary for filming at the filming site. All vehicles shall be parked off the traveled way on the right road shoulder.
- h. The permittee shall keep pedestrians out of the traveled way and display courtesy to passing motorists.
- i. The traveled way shall be swept clear of dirt and other debris resulting from the filming prior to releasing traffic.
- j. The permittee shall provide for trash collection and removal.
- k. Using or disturbing private property without prior consent of the property owner is prohibited.
- l. Removal or covering of road signs, street name signs or disturbing in any way City property or road facilities without prior written permission of the City is prohibited. Signs approved for removal shall be immediately replaced as directed by the City of Port Hueneme inspector.
- m. All vehicles, including but not limited to those used to transport personnel and cameras, sound and lighting equipment and reflectors, shall be restricted to loading and such other limitations as may be deemed appropriate by the City of Port Hueneme Inspector and Patrolmen.
- n. Over-width process trailers, camera trucks, towed vehicles, picture cars, etc. shall not extend over the road centerline. The use of over-size vehicles may be restricted as directed by the City of Port Hueneme Inspector.
- o. In addition to the above, the City of Port Hueneme requires your compliance with all the terms and conditions stated in the Insurance Certificate and the Insurance and Indemnification Agreement for filming in the City of Port Hueneme. You must send back a signed Indemnification Agreement.
- p. In addition to the insurance forms, filming on private property requires a Location Consent Form that must be filled out for each location and signed by the Owner. Acknowledgement of proposed filming must be obtained from all occupants of real property within 300 feet of the film location(s) through a Resident/Occupant Notification Form at least 48 hours prior to filming.

13. ACKNOWLEDGEMENT

I understand that any permit that may be granted as a result of this request may be revoked by City at any time. In consideration for issuance of this permit, I agree, and by use hereof, my agents, employees, contractors and invitees agree to be bound by all of the provisions of California Vehicle Code Sections 35780, 35782, the Standard Conditions included with this permit and any special conditions hereupon, or attached hereto.

I agree to hold the City, its officials, officers, employees and agents harmless from any claims, defense and legal costs, judgments for damages, or other relief against the City as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, whether the condition giving rise to the claim or judgment was created in whole, or in part, by me or my representatives.

I agree to comply with all conditions of approval for the permit. I further agree to continually maintain all encroachments authorized by this permit in a condition acceptable to the City.

Authorized Representative (Please Print)

Title

Applicant Signature

Date

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QUESTIONNAIRE FOR FILMING

PRODUCTION COMPANY: _____

NAME OF PRODUCTION: _____

LOCATION OF FILMING: _____

DATE/S OF FILMING: _____

Fire Department Film Review Fee for Filming: \$222.00

Still Photography Review Fee: \$148.00

If any of the following will be present at the production site or base camp area a Fire Code Permit and a Fire Safety Officer may be required.

Tents 401 to 1600 sq. ft.	\$185.00
Tents greater than 1600 sq ft	\$333.00
Pyrotechnics (explosives, squibs, open flame)	\$259.00

Additional activities:

Interior Set Construction	No	Yes
Construction of structures	No	Yes
Operation or landing of aircraft or helicopters	No	Yes
Stunts	No	Yes

The Fire Safety Officer is on production company time card and paid by the production company.

Current rate is \$48.00 an hour with an 8-hour min. Time and a half after 8 hrs and double time after 12 hrs.

Contact Lori Ross, Filming Fire Safety Coordinator, with any questions
805-947-8535 / Lori.ross@ventura.org

Company Representative / Location Contact Name: _____

Contact Number: _____



City of Port Hueneme

FILM PERMIT APPLICATION INDEMNIFICATION AGREEMENT

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(Name of Applicant Company) Hereby agrees to indemnify, defend and hold harmless the City of Port Hueneme and its officers, employees, servants and agents from any claim, demand, damage, liability, loss, cost or expense, for any damage whatsoever, including but not limited to death or injury to any person or injury to any property, proximately resulting from any act or omission of _____ or any of its officers, employees,
(Name of Applicant Company) servants, agents, or participants in the proposed filming event to occur on _____ at _____ and any properties that
(Dates) (Location) are publicly owned, including sidewalks, and the general proximity thereof.

Applicant Name (Please Print)

Title

Applicant Signature

Date



City of Port Hueneme

FILM PERMIT APPLICATION INSURANCE REQUIREMENTS

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(Name of Applicant Company) Agrees to obtain and keep in full force and effect the following insurance coverage for the period of the subject event. Further, applicant agrees to provide the City of Port Hueneme with a Certificate of Insurance verifying that the City of Port Hueneme and its officers, employees, servants and agents, have been added to the policy as an additional named insured for the coverage outlined below without deductible. The Certificate of Insurance shall provide for a thirty-day notice for the insurance carrier to the City of Port Hueneme in the event the insurance is to be cancelled.

<u>Description of Coverage</u>	<u>Level of Coverage</u>
General Liability each occurrence and General Aggregate	\$1,000,000
Personal Injury Aggregate	\$2,000,000

Applicant Name (Please Print)

Title

Applicant Signature

Date