



1088 College Ave.
St. Helena, CA 94574
707-968-2742

Application for **City of St. Helena** **Filming Permit**

Applications must be filed with the City Manager's office **to the attention of the City Clerk**, at least two (2) weeks prior to the date filming will begin. The City Clerk can be reached at 707-968-2742 or cityclerk@cityofstheleena.org.

Applicant Name_____

Location Manager_____

Address_____

City/State/Zip_____Phone_____

Date(s) and Location(s) for Filming Activity

(Unless specifically approved by the City Manager for a good cause, filming is restricted to Tuesdays, Wednesdays, Thursdays, and non-holidays and may not conflict with scheduled events; no filming shall be allowed from the day before Thanksgiving to January 2; nor shall any filming last for more than three consecutive days in one location.)

Date & Time:_____

Location:_____

Date & Time:_____

Location:_____

Date & Time:_____

Location:_____

Date & Time:_____

Location:_____

Describe the scenes to be filmed including details of any stunts, action, chase scenes, pyrotechnics or special effects.

Describe all vehicles which will be parked on city streets during filming activities.

Required Attachments:

1. A **traffic plan** showing any scheduled street closures and how traffic will be routed around the filming activity.
2. A **parking plan** showing the location of off-street parking to be utilized by the film and support crews.
3. A **publicity plan** detailing where and when notices of the filming will be posted, published, and delivered by the film company to affected business owners and residents.
4. A statement from the City Manager's designated film liaison for any filming activity in or adjacent to any commercial or mixed use zone identifying any businesses affected by the filming activity. The statement will identify the affected businesses, if any, that do not support the filming activity.
5. **Written** permission by the property owner to film on private property within the city.

Permit Fees

Application Processing Fee: \$500 (non-refundable) Refundable Deposit up to \$10,000

Fees for Use of City Property and Services:

City Hall	\$500 per day	Carnegie Building	\$500 per day
Fire Station	\$500 per day	Police Station	\$500 per day
Parks	\$2000 per day	Barricading	\$ 50 per location
Public Parking	\$30 per space per day	Main Street	\$ 5000 per day
Streets in the Central Business District	\$1000 per day	Any other streets	\$500 per day
Encroachment	\$67.00	Business License	\$334
Public Works Services	Hourly Rate	Police Services	Hourly Rate

City Vehicles \$50 per hour for non-safety vehicles; \$100 per hour for Police and Fire Vehicles.

Fees for use of city property for still photography shall be one half of the above rates.

Conditions

1. Applicant must obtain **liability insurance** in the amount of \$2,000,000 naming the City of St. Helena, its agents, officers, officials, employees and volunteers as co-insured. In addition, insurance provided must be primary and non-contributory. Proof of such coverage must be received by the City prior to the start of filming and must be maintained for the duration of the activity.
2. Applicant agrees to reimburse the City of St. Helena for any costs incurred to repair or replace City property damaged as a result of the filming activity.
3. Applicant waives all claims against the City, its agents, officers, officials, employees and volunteers for loss of damage caused by, arising out of or in any way connected with the exercise of this permit. Applicant also agrees to save harmless, indemnify and defend the

City, its agents, officers, officials, employees and volunteers from all claims and liability of any kind whatsoever, including attorney fees and cost caused by, arising out of or in any way connected with exercise by applicant of the rights hereby permitted, except those arising out of the sole negligence of the City.

4. The City shall have the privilege of inspecting the premises covered by this permit at any or all times.
5. This permit shall not be assigned.
6. The City may terminate this permit at any time if applicant fails to perform any covenant herein contained at the time and in the manner herein proved.
7. The applicant, its agents, officers, officials, employees or volunteers in the performance of this permit are acting in an independent capacity and not as agents officers, officials, employees or volunteers of the City.
8. No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.
- 9 Applicant will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin or physical handicap.
10. Applicant 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.
11. The Applicant hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit.
12. Permit must be kept on site at all times.

By signing this application, applicant agrees to the above conditions.

Signature: _____ Date: _____
Applicant

Approved: _____ Date: _____
Police Chief

Approved: _____ Date: _____
Public Works Director

Approved: _____ Date: _____
Community Development Director

Approved: _____ Date: _____
City Manager