

CITY OF LAGUNA BEACH-COMMUNITY SERVICES

COMMERCIAL FILM PERMIT APPLICATION (FY 19-20)

Mailing Address: 505 Forest Avenue, Laguna Beach, CA 92651

In Person: Community & Susi Q Center, 380 Third Street, Laguna Beach, CA 92651

Attn: Becket Wilson

(949) 497-0779

bwilson@lagunabeachcity.net

Film permits are required for motion picture, video and still photography when filming activity that takes place on City property (i.e. parks, beaches, streets, sidewalks, buildings, etc.). City film permits are not issued for private, County, School District, or other property not owned by the City. **PERMIT APPLICATIONS MUST BE RECEIVED AT LEAST THREE WEEKS PRIOR TO FILMING FOR CONSIDERATION AND PROCESSING.**

Film permit applications may be denied if deemed contrary to public convenience or welfare. This may include, but is not limited to: conflict with other activities, and/or public use; excessive potential for damage to public property; jeopardy to public safety; failure to apply in a timely manner.

COMPANY		MAILING ADDRESS	
CITY	STATE	ZIP CODE	EMAIL
APPLICANTS NAME		WORK PHONE	CELL PHONE
PROJECT TITLE	PROJECT CLASSIFICATION (Commercial, Documentary, TV, Feature, School Project, Other)		

DATE(S): _____ **HOURS:** _____

_____ **HOURS:** _____

FILMING LOCATION(S): Please be specific (if more than one location, please note all locations and time period. If necessary please use the "Additional Information" sheet on page 5 of the application).

Please note: Filming along Coast Highway or Laguna Canyon Road will require a Cal Trans Encroachment Permit. Filming in the open land/wilderness parks surrounding Laguna Beach will require a film permit from the County of Orange.

DESCRIBE ACTIVITY: Please be specific.

Yes	No		Yes	No	
		Cast/crew, quantity:			Drone (read requirements)
		Automobiles, quantity:			Generator(s), quantity:
		Trucks, length & quantity:			Amplified sound/music
		Motorhome*, length:			Food service/catering vehicle
		Camera car(s), quantity:			Table(s), quantity:
		Tents/canopies, quantity:			Equipment, describe:
		Portable lighting			Props, describe:

* Motorhomes parked in public right of way or in City lots will also require a permit from the Police Department. If parking in public right of way, refrain from using side pop-out feature on motorhome. _____ *Initial required*

FEES:

Application Fee: \$150.00
Daily Use Fee: \$507.00

ADDITIONAL/OPTIONAL FEES: City staff will determine if additional staff members will be required to be onsite during the filming.

Marine Safety Staff Member: \$75/hour (3 hour minimum) **required** when on beach (sand and/or water)
Meter bag request: \$25/meter/day (M-F)
Meter bag request: \$50/meter/day (Sa & Su)
Police Department Staff Member: \$127/hour (3 hour minimum)

All payments are due when application and all required insurance documents are received by staff. The City accepts cash, check (only if received two weeks or more prior to filming) and credit card (information will be taken over the telephone).

INSURANCE REQUIREMENTS: **All insurance requirements must be submitted at least 5 business days prior to filming.** Dependent upon the specific event or activity, the following insurance requirements must be met (as applicable). At the discretion of the City of Laguna Beach, (due to the nature of the activity, event, or the number of people in attendance) higher limits or other requirements may be specified. Certificate of Insurance (COI) listing at least \$1 million in general liability with an aggregate amount of \$2 million.

1. An endorsement naming the City of Laguna Beach as an additional insured. This is a separate document from the COI. A statement in the Description box on the main COI is not sufficient.
2. A primary and non-contributory endorsement for General Liability.

3. Workers' Compensation with the following minimum requirements:
 - \$1,000,000 Bodily Injury by Accident- Each Accident
 - \$1,000,000 Bodily Injury by Disease - Policy Limit
 - \$1,000,000 Bodily Injury by Disease - Each Employee
4. Waiver of Subrogation to be included with the Worker's Compensation coverage.
5. Automobile coverage with the following coverage amounts:
 - Commercial Entities: Business automobile liability with a combined single limit not less than \$1,000,000 per occurrence.
 - For bus/transportation entities: minimum per occurrence and aggregate limits should be \$5,000,000.
 - Individuals: \$300,000 combined single limit referred. Liability of \$100,000 per person/\$300,000 per occurrence.

Permittee/applicant hereby agrees to ensure compliance with the conditions of the permit and understands that failure to comply with these requirements may result in the immediate cancellation of a production.

COMMERCIAL PHOTO/FILM PERMIT PROCEDURES AND POLICIES

The requirements for photography and motion picture filming are established by Chapter 5.66 of the Municipal Code. The City also utilizes the Model Filming Permit Process of the California Film Commission.

- 1) Film permits are required for motion picture, video and still photography when filming activity takes place on City property (i.e. parks, beaches, streets, sidewalks, buildings, etc.). City film permits are *not* issued for private, County, School District, or other property not owned by the City. _____ *Initial required*
- 2) Application must be made a minimum of **15 business days** in advance and may be made in person, by mail or email. The application fee is \$150, and the daily use fee is \$507 per day. All fees must be paid in advance. _____ *Initial required*
- 3) Applicant must provide the required certificate of liability insurance in a minimum amount of \$1 million. Applicant must also provide an endorsement naming the City of Laguna Beach as an additional insured. A film permit will not be issued without properly documented proof of liability insurance. Please make sure the Certificate Holder/Additional Insured is shown as: City of Laguna Beach, 505 Forest Avenue, Laguna Beach, CA 92651. The certificate must be mailed, hand delivered or emailed. If emailing, send to bwilson@lagunabeachcity.net _____ *Initial required*
- 4) Film permit applications may be denied if deemed contrary to public convenience or welfare. This may include, but is not limited to: conflict with other activities, and/or public use; excessive potential for damage to public property; jeopardy to public safety; failure to apply on a timely basis. _____ *Initial required*
- 5) Film permits are issued through the Community Services Department and are reviewed by the Marine Safety, Police, Fire and/or Public Works departments, as deemed appropriate, to determine staff requirements, restrictions, and public safety requirements prior to application approval. _____ *Initial required*
- 6) With prior arrangement a maximum of ten (10) parking meters may be reserved for film activities. The cost is \$25 per meter per day (Mon-Fri) and \$50 per meter per day on weekends (prices subject to change). It is the applicant's responsibility to provide the specific parking meter numbers and addresses to Community Services. _____ *Initial required*
- 7) Postponement of permits prior to the scheduled date due to weather conditions are routinely approved at no additional cost. However, the permittee is responsible for all City personnel who show up for work unless the cancellation or postponement is requested by 9:00 a.m. on the preceding business day. _____ *Initial required*

- 8) Props, structures, vehicles and film equipment may be permitted on parks or beaches (excluding vehicles on beaches) as part of the film permit at the City's discretion. _____ *Initial required*
- 9) City personnel, equipment, uniforms or logos may not be filmed for commercial purposes. Such personnel and equipment are provided for the safety and convenience of the public and not for use by the permittee. _____ *Initial required*
- 10) RV Parking: Laguna Beach Municipal Code (LBMC) does not allow RV's/Motorhomes to be parked on City streets or City parking lots for longer than five (5) cumulative hours total in any day ("5-hour rule"). However, permits may be obtained for up to two (2) RV permits per RV per calendar year. The permits are free and can be obtained at the front lobby of the Police Department. Each permit is good for up to 72 hours. The RV permit does NOT exempt the driver from having to follow all other CVC and LBMC provisions that pertain to parking, including posted time limits and street sweeping restrictions. The RV permit only exempts the driver from the 5-hour rule. _____ *Initial required*
- 11) Filming on Coast Highway or Laguna Canyon Road, requires a Cal Trans Encroachment Permit. Click on the following link for more information: <http://www.dot.ca.gov/trafficops/permits/encroachpermits.html>
- 12) For filming in the open land/wilderness parks surrounding Laguna Beach, click here: <http://ocparks.com/rnp/permits/filming>

Person on location responsible for adherence to permit terms and conditions if different than applicant:

_____ Phone #: _____

Permitee/Applicant: _____ **Date:** _____

PERMIT MUST BE KEPT ON LOCATION AT ALL TIMES.



For staff use only:

Parking Plans? _____

Fees collected: _____ Insurance documents received: _____

Additional staff required? _____ Marine Safety

_____ Police Dept.

Date permit issued: _____

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COMMERCIAL FILM PERMIT – ADDITIONAL INFORMATION (FY 19-20)

- 1) No street lane closures
- 2) No large film shooting on Saturdays & Sundays
- 3) Filming is allowed from 7:30 a.m. thru 5:30 p.m.
- 4) For large film shoots we require Police Department personnel @ \$100-\$127/hour (3 hour minimum)
- 5) Any filming on public beaches or in the water will require Marine Safety personnel @ 75/hour (3 hour minimum)

FILMING: For each location we need the following:

Date	Setup/Wrap Time	Filming Time	Filming Location	Notes

Please use additional sheets if necessary.