

CITY OF LAGUNA BEACH-COMMUNITY SERVICES

COMMERCIAL FILM PERMIT APPLICATION (FY 18-19)

505 Forest Avenue, Laguna Beach, CA 92651

Attn: Sherri A. Aubin (949) 497-0779 saubin@lagunabeachcity.net

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.

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.

COMPANY		MAILING ADDRESS	
CITY	STATE	ZIP CODE	EMAIL
APPLICANTS NAME		PHONE	
PROJECT TITLE		PROJECT CLASSIFICATION (Commercial, Documentary, TV, Feature, School Project, Other)	
DATE(S):	HOURS:		
	HOURS:		
FILMING LOCATION(S): Please be specific			

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:

Yes	No		Yes	No	
		Cast/crew, quantity:			Drone
		Automobiles, quantity:			Generator(s), quantity:
		Trucks, 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* _____

FEES:

Application Fee: \$150.00
 Daily Use Fee: \$483.00

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

Meter bag request: \$25/meter/day (M-F)
 Meter bag request: \$50/meter/day (Sa & Su)
 Marine Safety Staff Member: \$75/hour (3 hour minimum)
 Police Department Staff Member: \$100-\$127/hour (3 hour minimum)

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.

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.

All payments are due when application is 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: 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.

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

_____ Phone #: _____

Permittee/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: _____