



City of Temple City
Community Development Department

FILM PERMIT APPLICATION

FILM PERMIT APPLICATIONS SHOULD BE SUBMITTED A MINIMUM OF ONE (1) WEEK BEFORE FILMING DATE

CONTACT INFORMATION

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

PRODUCTION INFORMATION

Production Type: Feature: ___ Television: ___ Commercial: ___ Other: _____

Title: _____

Unit Manager: _____

Assistant Director: _____

DESCRIPTION OF LOCATION & PRODUCTION *(Be as specific as possible, attach sheets if necessary)*

FILMING INFORMATION

Total Days: _____ Total Personnel: _____ Total Automobiles: _____ Total Trucks: _____

Generators: _____ Animals: _____ Minors: _____ Pyrotechnics: _____

Please Fill in Date(s), Hours, Construct, Film, and Strike

Date(s):	Hours:	Construct:	Film:	Strike:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FOR OFFICE USE ONLY

Business License: \$ _____	Amount Received: \$ _____	Received By: _____
Process Fee \$ _____	Payment Type: _____	Approval Date: _____
CAsp Fee: \$ _____	Receipt: _____	Comments: _____
Total: \$ _____	Date: _____	Add \$107/day Fees exempt for students

INSURANCE

Application for a Commercial Film Permit permit shall be accompanied by an assurance that if the permit is issued, the applicant shall, at all time of the receipt of said permit, deliver to the City evidence of general liability insurance, including an additional insured endorsement:

General liability insurance. Permittee shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. The City of Temple City, its officers, officials, agents, and employees shall be included as additional insureds on the policy.

Primary/non-contributing. Coverage provided by Permittee shall be primary and any insurance or self-insurance procured or maintained by the City of Temple City shall not be required to contribute with it.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this permit shall be endorsed to waive subrogation against the City of Temple City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow permittee or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

INDEMNIFICATION

Permittee shall indemnify, defend, and hold harmless the City of Temple City, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Permittee's authorized activities under the terms of this permit, unless solely caused by the gross negligence or willful misconduct of the City of Temple City, its officers, employees, or agents.

REQUIREMENTS NOT LIMITING

Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Permittee maintains higher limits than the minimums shown above, the City of Temple City requires and shall be entitled to coverage for the higher limits maintained by the Permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Temple City.

APPLICANT CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I agree to comply with all applicable laws and to maintain the premises in good condition and to return said premises in the same condition as they were before filming. I also understand that a refundable deposit will be required.

Signature: _____ Date: _____

Name (*print or type*): _____ Phone: _____



City of Temple City

FILM PERMIT APPLICATION CHECKLIST

THIS CHECKLIST WILL BE USED BY STAFF TO DETERMINE IF AN APPLICATION CONTAINS THE APPROPRIATE REQUIREMENTS TO BEGIN THE APPLICATION PROCESS. ALL ITEMS LISTED BELOW MUST BE INCLUDED. IF ANY ITEMS ARE NOT INCLUDED THE PROJECT WILL NOT BE ACCEPTED FOR SUBMITTAL.

MINIMUM APPLICATION FILING REQUIREMENTS

- Completed *Film Permit Application*
- Aerial Map to Show Location Parked Vehicles
- Letter of Permission to Use Property
- Notification Letter to adjacent affected properties
- Completed Film Permit Signature Survey to affected property owners
- Certificate of General Liability Insurance (\$1 million per occurrence & \$2 million general aggregate), Additional Insured Endorsement (California Admitted Carrier; Rating A:VII), and Waiver of Subrogation
- Written Description of what, if any, City Services (Sherriff, Fire, Street Closures, and Other City Services) need for filming
- Applicable Filing Fees



City of Temple City

FILM PERMIT SIGNATURE SURVEY

PURSUANT TO SECTION 5-2B-3 (D) OF THE TEMPLE CITY MUNICIPAL CODE THE FILM PERMIT APPLICANT MUST CONSULT WITH THE NEIGHBORING BUSINESSES AND/OR RESIDENTS AND SUBMIT SUITABLE EVIDENCE SHOWING THERE IS NO OBJECTION TO THE PROPOSED FILMING ACTIVITY

Dear Business Owner / Resident,

The applicant referenced below has applied for the necessary film permit and will maintain all legally required liability insurance. If the film permit is approved, all personnel required to ensure public safety will be on location. The applicant has agreed to abide by all City filming rules and any specific guidelines applicable to your neighborhood.

The applicant has further agreed to make every effort not to disturb you and will not arrive earlier or vacate the neighborhood later than the specified time. If you have any questions or concerns regarding the film permit application, please contact the applicant or the City of Temple City Community Development Department at (626) 285-2171.

APPLICANT INFORMATION

Name: _____
Company: _____
Phone: _____
E-mail: _____

FILMING INFORMATION

Project Title: _____
Location: _____
Date(s): _____
Hours: _____ to _____

Description of Scene and Related Activity:

I DO NOT OBJECT to this Filming Activity

I OBJECT to this Filming Activity Reason (optional):

Name: _____
Address: _____
Phone: _____
(Optional – for Verification Purposes Only)
Signature: _____

In multiple buildings, managers may sign on behalf of tenants: however, all tenants must be notified.

Total # of units in Building: _____
Addresses signed for: _____

I, as Manager of the building, have notified all of the tenants and know of no substantial objections to the proposed filming activity.