

CITY OF MOORPARK

COMMUNITY DEVELOPMENT DEPARTMENT | 323 Science Drive, Moorpark, California 93021
 Main City Phone Number (805) 517-6200 | Fax (805) 532-2540 | www.moorparkca.gov

FILM PERMIT APPLICATION SUBMITTAL REQUIREMENTS

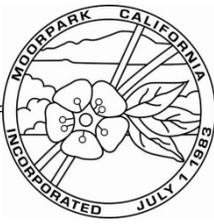
The following list, as identified by City Staff, specifies information that is required in order to submit a film permit application. For more information, please call (805) 517-6258.

Community Development Department Film Permit Requirements

	Submitted																												
1. Film Permit Application <input type="checkbox"/>	<input type="checkbox"/>																												
<input type="checkbox"/> Application																													
<input type="checkbox"/> Indemnification Agreement																													
<input type="checkbox"/> Insurance Requirements																													
2. Fees (established by Resolution No. 2023-4196) <input type="checkbox"/>	<input type="checkbox"/>																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #f2f2f2;">Filming on Private Property Only</th> </tr> </thead> <tbody> <tr> <td>Base Permit Fee</td> <td style="text-align: right;">\$370.00</td> </tr> <tr> <td>Per Location Fee</td> <td style="text-align: right;">\$154.00</td> </tr> <tr> <td>Per Day Fee</td> <td style="text-align: right;">\$123.00</td> </tr> <tr> <th colspan="2" style="background-color: #f2f2f2;">Public Right-of-Way / City Property</th> </tr> <tr> <td>Base Permit Fee</td> <td style="text-align: right;">\$493.00</td> </tr> <tr> <td>Per Location Fee</td> <td style="text-align: right;">\$216.00</td> </tr> <tr> <td>Per Day Fee</td> <td style="text-align: right;">\$370.00</td> </tr> <tr> <th colspan="2" style="background-color: #f2f2f2;">Parking Lot Rental</th> </tr> <tr> <td>Rental Rate</td> <td style="text-align: right;">\$295.00</td> </tr> <tr> <td>Refundable Clean-up Deposit</td> <td style="text-align: right;">\$1,000.00 <i>(discretionary)</i></td> </tr> <tr> <td>Still Photography Only</td> <td style="text-align: right;">\$123.00</td> </tr> <tr> <td>Police Department Review</td> <td style="text-align: right;">\$322.00</td> </tr> <tr> <td>Special Services</td> <td style="text-align: right;">Actual Cost to City</td> </tr> </tbody> </table>		Filming on Private Property Only		Base Permit Fee	\$370.00	Per Location Fee	\$154.00	Per Day Fee	\$123.00	Public Right-of-Way / City Property		Base Permit Fee	\$493.00	Per Location Fee	\$216.00	Per Day Fee	\$370.00	Parking Lot Rental		Rental Rate	\$295.00	Refundable Clean-up Deposit	\$1,000.00 <i>(discretionary)</i>	Still Photography Only	\$123.00	Police Department Review	\$322.00	Special Services	Actual Cost to City
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3. Insurance Naming the “ <i>City of Moorpark and its officers, employees, servants, and agents</i> ” in the following: <input type="checkbox"/>	<input type="checkbox"/>																												
<input type="checkbox"/> Certificate of Insurance																													
<input type="checkbox"/> Endorsement																													
<input type="checkbox"/> Worker Compensation (if applicable)																													
4. “Permission to Use Property” Letter or Contract Lease Agreement <input type="checkbox"/>	<input type="checkbox"/>																												
5. Site Plan showing the following: <input type="checkbox"/>	<input type="checkbox"/>																												
<input type="checkbox"/> Filming location																													
<input type="checkbox"/> Base camp (if applicable)																													
<input type="checkbox"/> Crew parking (if applicable)																													

*Submitting an incomplete application with missing information may result in delays or the denial of your permit. *

STAFF USE ONLY BELOW THIS LINE	
Submittal Requirements by: _____	Date: _____
Application Reviewed by: _____	Date: _____



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FILM PERMIT APPLICATION

Application must be submitted at least four (4) weeks in advance for public property and/or city right-of-away filming, and two (2) weeks in advance for private property prior to filming activity

Permit No.: _____

Date Submitted: _____

PRODUCTION INFORMATION

Company Name: _____ Phone: _____

Address: _____

Unit Production or Production Manager: _____

Cell Phone: _____ Email: _____

Contact Person: _____ Title: _____

Cell Phone: _____ Email: _____

***Please note: At least one contact person must be on site and available to City staff during the filming period. ***

Production Title: _____

Type of film: Feature Webisode Student Movie
 Indie Photo Pilot Drone
 Commercial Music Video TV Other: _____

LOCATION INFORMATION

Filming Date(s)	Filming Time(s)	Location(s)

Prep Date(s) and Time(s): _____

Filming Date(s) and Time(s): _____

Hold Date(s) and Time(s): _____

Strike Date(s) and Time(s): _____

- Street Closure
- Sidewalk Closure
- Wet down
- Animals
- Encroachment Permit
- Drones
- Traffic Control
- Open Flame
- Generators
- Catering Truck
- Pyrotechnics
- Pedestrian Control

If YES on any of the above questions, please explain: _____

Number of Vehicles/Equipment/Personnel (enter #):

Cast: _____ Crew: _____ Extras: _____ Total Personnel: _____ Cars: _____ Vans: _____

Trucks: _____ Camera Cars: _____ Motor Homes / Trailers: _____ other (specify): _____

Applicant Name

Applicant Signature

Date



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FILM PERMIT INDEMNIFICATION AGREEMENT

_____, the Applicant, hereby agrees to indemnify, defend and hold harmless the City of Moorpark 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 _____, the Applicant, or any of its officers, employees, servants, agents, or participants in the proposed filming event to occur on the date(s) and location(s) listed below and at any properties that are publicly owned, including sidewalks, and the general proximity thereof.

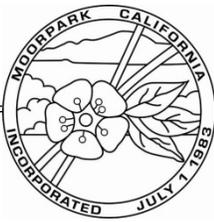
Date(s)

Location(s)

_____/_____/_____
_____/_____/_____
_____/_____/_____
_____/_____/_____

Applicant Signature: _____

Date: _____



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FILM PERMIT INSURANCE REQUIREMENTS

_____, the Applicant, agrees to keep in full force and effect the following insurance coverage (listed below) for the period of the subject filming activities pursuant to the permit. Further, applicant agrees to provide the City of Moorpark with a Certificate of Insurance verifying the City of Moorpark and its officials, employees, servants, and agents have been added to the policy as an *additional insured* for the coverage outlined below. The Certificate of Insurance shall provide for a thirty (30) day notice for the insurance carrier or its appointed representative to the City of Moorpark in the event the insurance is to be canceled.

Minimum insurance requirements for the City of Moorpark Film Permits are as follows:

A. Commercial General Liability not less than the following amounts:

- \$1,000,000 bodily injury, including wrongful death;
- \$1,000,000 bodily injury – aggregate;
- \$1,000,000 property damage – each occurrence;
- \$1,000,000 property damage – aggregate

B. Auto (Comprehensive) Liability not less than the following amounts:

- \$1,000,000 bodily injury, including wrongful death;
- \$1,000,000 bodily injury – aggregate;
- \$1,000,000 property damage – each occurrence;
- \$1,000,000 property damage – aggregate

C. Workers Compensation Insurance as required by applicable law covering the applicant’s employees.

Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve Applicant of liability for which applicant is responsible in excess of such coverage.

Applicant shall maintain the insurance required by this paragraph until completion of the filming activities pursuant to the permit. All insurance policies required herein shall be written on an occurrence basis.

Applicant Signature: _____

Date: _____



**FIRE PREVENTION FORM 643
FILMING QUESTIONNAIRE**

PRODUCTION COMPANY: _____
NAME OF PRODUCTION: _____
LOCATION OF FILMING: _____
DATE(S) OF FILMING: _____

Fire Department Film Review Fee: \$336.00

Fire Department Still Photography Review Fee: \$168.00

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 1,600 square feet: \$210.00

Tents greater than 1,600 square feet: \$378.00

Pyrotechnics (explosives, squibs, open flame): \$294.00

Additional Activities:

Interior set construction: No Yes

Construction of structures: No Yes

Operation or landing of aircraft: No Yes

Stunts: No Yes

The Fire Safety Officer is on the production company timecard and paid for by the production company. The current rate is \$58.00 an hour with an 8-hour minimum. Time and a half after 8-hours and double time after 12-hours.

Contact Lori Ross, Filming Fire Safety Coordinator, with any questions at (805) 947-8535 or by email at lori.ross@ventura.org.

Company Representative / Location Contact Name: _____

Contact Number: _____