



# City of Moorpark

## Application Submittal Requirements For Film Permit

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) 517-6224.

Submittal Requirements by: \_\_\_\_\_ Date: \_\_\_\_\_ Application Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Community Development Department Film Permit Requirements</b>		<b>Submitted</b>
1.	Film Permit Application <input type="checkbox"/> Application <input type="checkbox"/> Insurance Requirements <input type="checkbox"/> Indemnification Agreement	<input type="checkbox"/>
2.	Fee (established by Resolution No. 2016-3505)	<input type="checkbox"/>
3.	Insurance Naming the " <i>City of Moorpark and its officers, employees, servants, and agents</i> " in the following: <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Endorsement <input type="checkbox"/> Worker Compensation (if applicable)	<input type="checkbox"/>
4.	"Permission to Use Property" Letter or Contract Lease Agreement	<input type="checkbox"/>
5.	Site Plan showing the following: <input type="checkbox"/> Filming location <input type="checkbox"/> Base camp (if applicable) <input type="checkbox"/> Crew parking (if applicable)	<input type="checkbox"/>

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



# City of Moorpark Film Permit Application

(Application must be submitted at least two (2) weeks in advance prior to filming activity)

Film Permit #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## Production Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Unit Production Manager: \_\_\_\_\_ or Production Manager: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Office: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Office: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

## Location Information

Production Title: \_\_\_\_\_

Type of film:

- Feature     Commercial     Photo     Pilot     Student     Movie  
 Indie     Webisode     Music Video     TV     Drone     Other: \_\_\_\_\_

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

If YES on any of the above questions, please explain \_\_\_\_\_

\_\_\_\_\_

Base Camp Location: \_\_\_\_\_ Crew Parking Location: \_\_\_\_\_

Number of Vehicles/Equipment: Cars \_\_\_\_\_ Vans \_\_\_\_\_ Trucks \_\_\_\_\_ Camera Cars \_\_\_\_\_

Motor Homes / Trailers \_\_\_\_\_ other (specify) \_\_\_\_\_

Number of Personnel: Cast \_\_\_\_\_ Crew \_\_\_\_\_ Extras \_\_\_\_\_ Total \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Moorpark

## 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



## City of Moorpark 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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## QUESTIONNAIRE FOR FILMING

Contact: Lori Ross, Filming Fire Safety Coordinator  
Tel: (805) 947-8535 Fax: (805) 383-4766

NAME OF PRODUCTION AND PRODUCTION COMPANY:

\_\_\_\_\_

LOCATION OF FILMING: \_\_\_\_\_

DATE/S OF FILMING: \_\_\_\_\_

Fire Department Review Fee for Any Filming Activity: \$216.00  
Review Fee for Still Photography: \$144.00  
Review for Student Film: \$216.00

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/canopy 401-1600 sq. ft.	___ No	___ Yes	\$216.00
Tents/canopies great than 1600 sq.ft	___ No	___ Yes	\$360.00
Pyrotechnics (explosives, squibs, open flame)	___ No	___ Yes	\$252.00
Refueling unit	___ No	___ Yes	\$144.00
Hot work, welding, and cutting operations	___ No	___ Yes	\$324.00
Construction of structures	___ No	___ Yes	
Operation or landing of aircraft or helicopters	___ No	___ Yes	
Stunts	___ No	___ Yes	

The Fire Safety Officer is on a time card and paid by the production company. The current rate is \$48.00 per hour with an 8-hour minimum, with time-and-a-half after 8 hours and double time after 12 hours.

COMPANY REPRESENTATIVE: \_\_\_\_\_

Contact number: \_\_\_\_\_