



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: _____

| Community Development Department Film Permit Requirements | | Submitted |
|--|---|--------------------------|
| 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 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 production: _____

Type of film:

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

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 Catering Truck Generators Pedestrian Control
 Drones

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: _____