



City of Santa Paula

Film Permit Application



970 E. Ventura Street • P.O. Box 569 • Santa Paula, CA 93061

Phone: (805) 933-4226 Ext. 351 • (805) 525-4998

Email: bruiz@spcity.org

FINAL PERMIT TO BE ON LOCATION & POSTED ON SITE AT ALL TIMES

PERMIT NUMBER: _____

DATE SUBMITTED: _____

TYPE OF PRODUCTION:

- | | | |
|--|--|---|
| <input type="checkbox"/> MOTION | <input type="checkbox"/> DRONE APPLICATION | <input type="checkbox"/> STILL |
| <input type="checkbox"/> TV | <input type="checkbox"/> FEATURE | <input type="checkbox"/> COMMERCIAL |
| <input type="checkbox"/> SOCIAL MEDIAL | <input type="checkbox"/> LIVE FEED | <input type="checkbox"/> VIDEO/YOU-TUBE |
| <input type="checkbox"/> B-ROLL | <input type="checkbox"/> OTHER | |

PRODUCTION COMPANY NAME: _____

PHONE #: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

EMAIL: _____ PERMIT AGENCY: _____

PRODUCTION NAME: _____ TITLE/ EPISODE #: _____

LOCATION MANAGER: _____ PHONE #: _____

COVID-19 COMPLIANCE OFFICER: _____ PHONE #: _____

ON-SITE PRODUCTION COMPANY REPRESENTATIVE: _____

PHONE #: _____

MISCELLANEOUS PERMIT REQUIREMENTS:

- Filming cannot commence before 7:00 a.m.
- The permit, in its entirety, must be in the possession of the permittee at all times while filming.
- A permittee must conduct operations in an orderly fashion. The area used must be cleaned of trash and debris upon completion and before leaving the filming site(s). A deposit to assure that a permittee removes all trash and debris from the filming site(s) may be required. This requirement and the amount may be determined by the Administrator.
- Vehicle parking for all filming related activities must be in accordance with the Administrator's directions.
- All camera cars must have a police escort. The Administrator may determine how many police officers will be required to escort camera cars.
- All filming and ancillary activities must cease not later than 10:00 p.m. Such ancillary activities include, without limitation, striking sets, loading equipment, and vehicle traffic.
- Permittees must protect any neighbors within an impact zone from glare caused by lighting used for filming after sunset.
- Production companies cannot place equipment or vehicles on private property without the private property resident's written consent.
- Contact Lori Ross (Lori.Ross@ventura.org) from Ventura County Fire at least three days prior to filming.

Permit is issued in accordance with Santa Paula Municipal Code Chapter 118 Questions and Concerns: Contact Parks & Recreation @ (805) 933-4226 ext. 351



Health and Safety Guidelines for Motion Picture, Television, and Streaming Productions During the **COVID-19** Pandemic

Music, film, and television production are allowed to open in Ventura County beginning June 12, 2020. In accordance with Ventura County Public Health, the city of Santa Paula will process filming permits provided the following criteria are met:

1. Permittee must have a designated COVID-19 Compliance Officer on site at all times.
 - The Compliance Officer will ensure that all cast and crew are complying with state and local health guidelines
2. Permittee must follow the prevention protocols identified in the appropriate industry guidance:
 - Alliance of Motion Picture and Television Producers: <https://pmcdeadline2.files.wordpress.com/2020/06/iwlmsc-task-force-white-paper-6-1-20.pdf>
 - Association of Independent Commercial Producers (AICP): <https://www.aicp.com/business-resources/business-affairs-information/aicp-guidlines/covid-19-workplace-guidelines/production-specific-considerations>
3. Permittee must post the COVID-19 Hotline Flyer ([COVID-19 Hotline Flyer](#)).
4. No live audiences are allowed at this time in Ventura County

Should any of these guidelines be broken, the city has the right to suspend or cancel filming and will not issue refunds.

These guidelines are subject to change at any time.

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LOCATION INFORMATION:

NOTE: PREP AND STRIKE DAYS ARE RESTRICTED TO 7AM TO 10PM/14 PEOPLE

LOCATION 1 _____

TOTAL NUMBER OF PEOPLE AT LOCATION 1(CAST, CREW, PARENTS & EXTRAS): _____

PRIVATE PROPERTY CITY ROAD USE CITY PARK ITC POSTING ROADS COUNTY BEACH

PARKING - (BE SPECIFIC): _____

SCENES (As a safety precaution, include celebrity names to ensure that we have adequate police on site) : _____

SANITARY FACILITIES (PRODUCTION COMPANY MUST PROVIDE PORTABLE FACILITIES IF THE CREW AND CAST NUMBERS MORE THAN 15):

Site Map (Attached site map of location that includes base camp and crew parking)

FILMING TIMES:

PREP DATE(S) _____ STRIKE DATE(S) _____ HOLD DATES(S) _____

Loc #	Date From	Date TO	Hours From	Hours To	Special Effects	Cast & Crew Total	Misc. Info
1							
1							
1							
1							
1							

ADDITIONAL LOCATION 1 INFORMATION:

PLEASE NOTE THAT ANY FILM LOCATION WITH OVER 125 PEOPLE WILL REQUIRE THE APPROVAL OF THE CITY MANAGER'S OFFICE. THIS WILL REQUIRE ADDITIONAL TIME TO PROCESS.

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LOCATION INFORMATION:

NOTE: PREP AND STRIKE DAYS ARE RESTRICTED TO 7AM TO 10PM/14 PEOPLE

LOCATION 2 _____

TOTAL NUMBER OF PEOPLE AT LOCATION 1(CAST, CREW, PARENTS & EXTRAS): _____

PRIVATE PROPERTY CITY ROAD USE CITY PARK ITC POSTING ROADS COUNTY BEACH

PARKING - (BE SPECIFIC): _____

SCENES (As a safety precaution, include celebrity names to ensure that we have adequate police on site): _____

SANITARY FACILITIES (PRODUCTION COMPANY MUST PROVIDE PORTABLE FACILITIES IF THE CREW AND CAST NUMBERS MORE THAN 15):

Site Map (Attached site map of location that includes base camp and crew parking)

FILMING TIMES:

PREP DATE(S) _____ STRIKE DATE(S) _____ HOLD DATES(S) _____

Loc #	Date From	Date TO	Hours From	Hours To	Special Effects	Cast & Crew Total	Misc. Info
2							
2							
2							
2							
2							

ADDITIONAL LOCATION 2 INFORMATION:

PLEASE NOTE THAT ANY FILM LOCATION WITH OVER 125 PEOPLE WILL REQUIRE THE APPROVAL OF THE CITY MANAGER'S OFFICE AND MAY REQUIRE ADDITIONAL TIME TO PROCESS.

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GENERAL INFORMATION/NOTES:

PEOPLE _____ GENERATORS _____ TRUCKS _____ VANS _____ MOTOR HOMES _____
 CAMERA CARS/PICTURE CARS _____ CREW CARS _____ OTHERS _____

- | | | |
|--|--|--|
| <input type="checkbox"/> INTERIOR DIALOGUE | <input type="checkbox"/> EXTERIOR DIALOGUE | <input type="checkbox"/> INT. / EXT. STILL SHOTS |
| <input type="checkbox"/> NUDITY | <input type="checkbox"/> DRIVING SCENES | <input type="checkbox"/> RUNNING SHOTS |
| <input type="checkbox"/> TOW SHOTS | <input type="checkbox"/> DRIVE BY | <input type="checkbox"/> DRIVE UP & AWAY |
| <input type="checkbox"/> CAMERA MOUNTS | <input type="checkbox"/> CAMERA: ROAD SHOULDER | <input type="checkbox"/> CAMERA: TRAFFIC LANE |
| <input type="checkbox"/> LEGALLY PARKED EQUIPMENT ON SHOULDER OF ROAD. | | <input type="checkbox"/> SOLID WASTE/RECYCLING |
- (IDENTIFY HAULER ON SHOOT OF 14 OR MORE): _____

DRIVING DETAILS: _____

SPECIAL EFFECTS - DETAIL: _____

PYROTECHNICS - DETAIL: _____

OTHER: _____

DO NOT WRITE BELOW THIS LINE: FOR OFFICE USE ONLY!

NOTES & SPECIAL CONDITIONS:

Emailed To:

Received Approvals:

Agency	Date	Time	Date	Time
VTA COUNTY FIRE				
FIRE NO:				
POLICE DEPT.				
PUBLIC WORKS DEPT.				
PARKS & REC DEPT.				
CM OFFICE				

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GENERAL CONDITIONS OF FILMING AGREEMENT:

In accordance with Santa Paula Municipal Code Chapter 118

1. **INDEMNIFICATION:** Permittees must enter into a hold harmless agreement with the city which, in part, indemnifies city, its officers, employees, and agents, from any liability arising from permittees' filming in a form approved by the city attorney.

2. **INSURANCE:** Permittee must obtain public liability insurance from an insurance company licensed to do business in the state of California and having a financial rating in Best's Insurance Guide of not less than "A VII." Such insurance must provide "occurrence" coverage against liabilities for death, personal injury, or property damage arising out of or in any way connected with filming. Such insurance shall be based upon the size and nature of filming, the risks foreseeably involved, and must be in the amount of at least \$1,000,000, combined single limit, and name the city and the city's officers, employees, agents, and volunteers as additional insureds under the coverage afforded. The city's risk manager may increase this minimum limit depending on the risk involved with the proposed filming. In addition, such insurance must be primary and noncontributing with respect to any other insurance available to the city and include a severability of interest (cross-liability) clause. If alcoholic beverages are sold or served during filming, the policy must also include an endorsement for liquor liability in an amount not less than \$1,000,000.

(B) *Certificates of insurance.* A copy of the policy or a certificate of insurance along with all necessary endorsements, in a form approved by the city's risk manager, must be filed with the Administrator not less than five business days, except as otherwise provided in this chapter, before filming unless the Administrator for good cause waives the filing deadline.

(C) *Bonds.* A bond/cash deposit may be required for purposes of repairing any damage and restoring city facilities to original condition. The amount will be determined by the Administrator. In the event of such damage, city will provide written notice to the permittee specifying the damage to be repaired and/or city facilities to be restored. If, after providing permittee with such written notice, the requested repairs and/or restoration of city facilities have not been commenced and/or completed within seven days, city may draw upon the bond/cash deposit to affect said repairs and/or restoration of city facilities. In the event of damage requiring emergency repairs and/or restoration of city facilities by the city, the permittee is required to reimburse the city in full for all costs incurred within 30 days receipt of invoice from city.

3. **FIRE PERMIT:** An applicant must obtain a permit from the city fire department for filming that includes pyrotechnics, fires, or explosives. During filming the permittee must, at its own expense, use city fire personnel deemed necessary by the city fire department. All city fire permits must be obtained at least 72 hours before filming.

4. CASH DEPOSIT FOR FEES AND SECURITY DEPOSIT REQUIRED.

(A) *Cash deposit.* After the application fee is paid and the application approved and before any permit is issued, permittee must deposit with the city a cash deposit computed as follows: Twice the amount determined by the city to be the total cost to the city plus a sum equal to all permit and license fees.

(B) *Conditions for refund of security deposit.* At the conclusion of the project, the total of the deposit will be applied to the city's permit and license fees and to the city's costs and direct overhead of administering and supervising the permit; and the balance, if any, will be deemed a security deposit. The security deposit must be refunded by the city to the permittee if the permittee has fully complied with all of the conditions of the permit and all requirements of law. If the permittee has not complied with all conditions of the permit and all requirements of law, the security deposit will be retained by the city.

(Ord. 1225, passed 1-19-10)

SECURITY DEPOSIT RETENTION; APPEAL.

Any person aggrieved by the Administrator's determination concerning the amount of the deposit or the amount of any refund may file a written appeal as provided by this chapter.

5. NOTICE TO RESIDENCES AND BUSINESSES; GENERALLY: Before the Administrator issues a filming permit, an applicant must notify neighbors within 300 feet of a filming site as follows:

(A) The applicant must make every reasonable effort to notify persons within 300 feet of a filming site, by any reasonable means specified by the Administrator, regarding the filming's nature, date, and time.

(B) Notifications must include applicant's name, address, telephone number, date(s), and time(s) of filming.

6. AUTHORITY TO STOP/CANCEL:

(A) The Administrator can revoke a film permit upon learning or discovering facts requiring permit denial not previously disclosed or reasonably discoverable.

(B) The Administrator may revoke a film permit when the permittee and/or filming violates the permit's terms and conditions, or when filming participants violate applicable laws or regulations; provided, however, that this subsection does not authorize revoking a permit because of the need to protect participants from the conduct of others; and, provided further, that the Administrator cannot revoke a permit without warning the permittee and allowing him/her to correct the violation(s) within a reasonable time.

(C) If the Administrator revokes a permit before the filming date, the Administrator must immediately serve written notice of revocation on the permittee and provide copies of the notice to all city personnel charged with carrying out any responsibility under this chapter. If the Administrator revokes a permit on the day of filming after learning of facts justifying revocation

less than 24 hours before the filming commenced, the Administrator must announce such action to the filming participants, city officers and employees monitoring or controlling traffic during the filming, and the person in charge of the filming, if such person can be located at the filming location. Written notice must be delivered after such action to the permittee.

(D)) An applicant is entitled to an administrative hearing before a hearing officer designated by the city manager provided.

(1) The applicant appeals the Administrator's decision within 24 hours of receiving notice of such conditions;

(2) Filming is scheduled at least 48 hours after the hearing time;

(3) The hearing will be at the Administrator's office at 4:00 P.M. the day after the hearing is requested, unless otherwise agreed upon. The hearing officer will issue a decision orally at the conclusion of the hearing and also notify the applicant, the Administrator in writing of the hearing officer's decision;

(4) Any notification of action, whether oral or written, must describe with particularity the facts and the reasons for the decision;

(E) The Administrator must consult with the city attorney before revoking a filming permit.

(F) Appeals to Council. Any person aggrieved by the decision of the Administrator may appeal to the council in the manner provided by this chapter.

(G) Failure to appeal. In the event no appeal is taken by the permittee, the decision of the Administrator revoking or suspending such permit becomes final and conclusive on the expiration of the time fixed for the appeal as set forth in this chapter.

(Ord. 1225, passed 1-19-10)

APPEALS TO THE CITY COUNCIL

(A) *Procedures.* Any person aggrieved by any decision of the Administrator or of any other officer of the city made pursuant to the provisions of this chapter may appeal to the Council within 15 days after notice thereof by filing with the city clerk a written notice of appeal, briefly stating in such notice the grounds relied upon for appeal. If such appeal is made within the time prescribed, the City Clerk will schedule a hearing before the council within 30 days after the date of the receipt of such notice of appeal, giving the appellant not less than ten days' notice in writing of the time and place of the hearing. The findings and determinations of the Council at such hearing are final and conclusive and within three days after such findings and determinations are made, the City Clerk will give notice thereof to the appellant.

(B) *Council determination.* For appeals relating to the suspension or revocation of permits issued pursuant to this chapter, the council's determination become effective on the second day after the City Clerk gives notice thereof to the appellant, unless otherwise provided by the council.

(C) The applicant must submit a declaration, signed under penalty of perjury, with a permit application stating that reasonable notice was provided to every persons within 300 feet of the filming site.

(D) The Administrator may, at the applicant's cost, prepare documentation showing the neighbors within 300 feet of a filming site.

(Ord. 1225, passed 1-19-10)

PERMITTEE: **Signature Required**

PERMITTOR: City of Santa Paula

By: _____

By: _____

Title: _____

Title: Film Permit Coordinator

Date: _____

Date: _____

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City of Santa Paula Chamber of Commerce Film Requirements

The Business District is comprised of all businesses within city limits. Because of the increased potential for distribution to the businesses, consideration for filming required working with the Film Liaison to assist with scouting and site representation.

***** Please Note: Any fees listed on this form are IN ADDITION to
The City of Santa Paula fees*****

The following additional conditions must be adhered to if the production company chooses to film in the near businesses.

- 1. Film Liaison:** The Film Liaison must be present when the Film Company (Permittee) is contacting merchants and/or residents for notification, and also must be “on location” during filming. **The Film Liaison’s services are billed separately by “Santa Paula Chamber of Commerce” at \$75 per hour, with a minimum of \$300 (4 hours).** All fees must be paid prior to filming.
- 2. Notification:** All residents and merchants within 300 feet of the primary film location (linear distance in each direction from the front property lines as well as any additional properties affected, including properties abutting alleys, and both sides of the street) AND within any Street Closure/ITC or No Parking areas must receive a “Merchant/Neighborhood Impact Notification Form” (Exhibit A) a minimum of 3 days prior to filming. The Film Liaison must be present when contacting each resident or merchant.
- 3. Business Impact Fee:** An impact fee shall be paid to the Santa Paula Chamber of Commerce for any filming that impacts businesses. Filming activities can frequently take a toll on neighbors who may not receive the direct financial benefits, or a greater toll on affected businesses as expected, therefore the Santa Paula Chamber of Commerce promotes community events for the benefit of businesses throughout the year.

A minimum fee of \$300 is applicable when any businesses are involved. This fee is paid directly to the Santa Paula Chamber of Commerce and all fees must be paid in full prior to filming.

4. **Business Contracts/Affected Businesses:** The Permittee shall exercise independent contracts with each affected merchant consistent with guidelines published by the California Film Commission. Affected means negatively impacted (parking limitations, limited street or pedestrian access, etc.) businesses, and not only those businesses in front of the film activity. The Santa Paula Chamber of Commerce will provide a list of suggested rates (Exhibit A). This list is for informational purposes only and is designed to assist businesses in negotiating a fair contract with filming industry representatives. All pre-negotiated payments must be made prior to the commencement of production. All contract obligations and additional payments due to changes must be honored before completion of production.
5. **Changes After Notifications:** Any changes made after notifications to merchants are completed must be approved by both the film liaison and City of Santa Paula Safety Officer on duty. New notifications will be required and may also require additional merchant compensation for possible loss of business.
6. **Public Notice Announcements:** The Permittee shall print a public notice or announcements of suitable size (a minimum of ¼ page) about the filming activity and listing the names of the affected businesses which will be open for business while the filming activity occurs. **The notice must occur 48 hours prior to filming.** Any local newspaper is acceptable (ex. Santa Paula Times or Ventura County Star).
7. **Posting of Signs:** The Permittee shall post a minimum of one (1) sign that is easily readable for traffic at the end of each business area in the filming area. The purpose of the signs is to advise the public that local businesses are open during filming activity and to direct them to parking. Signs shall be posted at least two (2) hours prior to the commencement of filming and remain in place throughout the duration of filming activity.
8. **Parking of Production- Related Vehicles:** The City of Santa Paula shall have discretion to determine parking of production vehicles and other ancillary vehicles. **NO PRODUCTION RELATED, CREW OR SECURITY VEHICLES ARE ALLOWED OUTSIDE THE DESIGNATED PARKING.**
9. **Pre-production Meeting with Affected Businesses:** The issuing Authority occasionally requires a pre-production meeting for large impact

productions. The Permittee and Film Liaison will arrange for a pre-production meeting where details regarding the proposed shoot (parking, lighting, business interruption, etc.) can be discussed prior to formal issuance of the city film permit. All potentially impacted locations must be notified of the meeting by flyer or other appropriate notice at the expense of the Permittee. A representative of the Film Company must be in attendance at this meeting to answer any questions regarding the film production. The Film Liaison and issuing authority must approve the film project and may impose additional requirements based on the particular circumstances regarding the nature of the filming itself.

10. Filmmaker's Code of Professional Responsibility: The Permittee shall see to it that all of its employees shall comply with all provisions of the Filmmaker's Code of Professional Responsibility as provided by the California Film Commission.

We hereby accept all requirement set forth by the City of Santa Paula Chamber of Commerce and agree to abide by all the terms and conditions hereof.

Signature

Date