



# Film Permit Application

City of San Luis Obispo

## Submittal

To request a film permit within the City of San Luis Obispo limits, complete and submit this application to the San Luis Obispo Parks and Recreation Department  
 1341 Nipomo Street, San Luis Obispo, CA 93401.  
 (805) 781-7300

## Production Information

<b>Production Company:</b>		
<b>Applicant Name:</b>		
<b>Address:</b>	<b>City, State:</b>	<b>Zip:</b>
<b>Work Phone:</b>	<b>Mobile Phone:</b>	
<b>Email:</b>		
<b>On-Site Person Responsible for Production Operations:</b>		
<b>On-Site Person Mobile Phone:</b>		
<b>On-Site Person Email:</b>		

## Project Information

<b>Project Name:</b>		
<b>Project Date(s):</b>		
<b>Set-Up Time:</b>	<b>Project Hours:</b>	<b>Break Down Time:</b>
<b>Project Locations:</b>		
<b>Staging Areas:</b>		
<b>Description of scene to be filmed or photography (in detail):</b>		
<b>Number/Types of Vehicles:</b>	<b>Type of Equipment:</b>	

## Project Classification

Commercial Filming	Still Photography	Documentary	Destination Marketing
<input type="checkbox"/> Commercial	<input type="checkbox"/> Print Ad	<input type="checkbox"/> Education	<input type="checkbox"/> Commercial
<input type="checkbox"/> Print	<input type="checkbox"/> Fine Art	<input type="checkbox"/> Student	<input type="checkbox"/> Print
<input type="checkbox"/> Feature	<input type="checkbox"/> Photo	<input type="checkbox"/> Feature	<input type="checkbox"/> TV
<input type="checkbox"/> TV	<input type="checkbox"/> Journalism	<input type="checkbox"/> Short	<input type="checkbox"/> Multimedia
<input type="checkbox"/> Multimedia	<input type="checkbox"/> Portraiture	<input type="checkbox"/> Print	
<input type="checkbox"/> Industrial			
<input type="checkbox"/> Short			



**Will a portion of the project take place on private property?**

YES

**PRIVATE PROPERTY OWNER'S AUTHORIZATION** (if you are using any private property related to the project):

I authorize the applicant,  to conduct the project/production described above and below on my property at the following location:

<b>Property Owner's Name:</b>		
<b>Address:</b>	<b>City, State:</b>	<b>Zip:</b>
<b>Work Phone:</b>	<b>Mobile Phone:</b>	
<b>Email:</b>		
<b>Property Owner's Signature:</b>		

NO

**Is the organization a:**

PUBLIC EDUCATION INSTITUTION

NON-PROFIT ORGANIZATION

o **Non-Profit IRS# (if applicable):**

NO

**Will this project require electricity?**

YES *What will electricity be used for?*

NO

**Does the production company have its own liability insurance?**

YES

- > 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, including without limitation, blanket contractual liability. If alcohol is sold during the permitted activity, coverage must include full liquor liability in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate. Agency, its officers, officials, agents, and employees shall be included as insureds on the policy
- > Separate Additionally Insured Endorsement - CG 20 26 or equivalent, blanket endorsement or section of the policy. Endorsement shall cover the City of San Luis Obispo, its officers, agents, employees and volunteers as additional insured
- > Certificate of Insurance and separate endorsement must be received prior to permit date for permit to be effective.

NO

- > A Certificate of Insurance showing Property Damage and General Liability in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate must be purchase through the City of San Luis Obispo's Parks and Recreation Department and approved by the City of San Luis Obispo Insurance underwriter. If alcohol is sold during the permitted activity, coverage will include full liquor liability.

**Will the production company be serving alcohol?**

YES

- > Alcohol use at the proposed location will need to be approved by the City's Parks and Rec department
- > Event permittee must obtain an Alcohol Beverage License via ABC application provided by the Parks & Recreation department.
- > ABC permit copy must be forwarded to the Parks & Recreation department no later than one week prior to the event.
- > Permittee must obtain Liquor Liability Insurance in addition to Property Damage and General Liability Insurance
- > Site map must include outlined designated area where alcohol is served/consumed
- > Designated alcohol area must be fenced, have posted signs that identify the area and provide a minimum of six (6) security personnel to ensure that all alcoholic beverages remain inside designated area.

NO



**Will the project have vendors or concessionaires?**

YES

- Event permittee must sign a vendor policy which establishes the collection of fees for the vendors participating in the project. You can choose either 10% of the gross sales of each vendor or a \$20 per booth vendor.
- Vendors who have purchased a current City of San Luis Obispo Business License are exempt from the vendor fees if a copy of the license is provided.
- One week prior to the project, the sponsor is required to submit a list of all participating vendors.
- All vendor fees must be submitted no later than one month after the event date.
- Event payment must be one single check made payable to the City of San Luis Obispo.
- All vendors shall be subject to an inspection by the Fire Department prior to the event.
- The State of California Health and Safety Code has specific regulations for food service and food vendors. Event permittee must contact SLO County Public Health to obtain requirements for temporary food facilities and any necessary permits.

NO

**Will the project have any open flames?**

YES *(If YES, all sites shall be subject to an inspection by the Fire Department prior to the event)*

Check all that apply:

- Flames
- Explosions

Other *Please Specify:*

NO

**Will the project have amplified sound?**

YES

- Amplified sound will need to be approved by the City's Parks and Rec department
- Per City Ordinance 9.12.040, sound levels must remain within the permitted decibel level (70 decibels) during the event. If noise levels are excessive, and complaints are received from nearby merchants and/or residents, the permittee may be requested to reduce or eliminate the amplified sound for the remainder of the project.
- Amplified sound may be segmented to designated areas depending on the scope of project

NO

**Will the project set-up include tents and/or EZ-ups?**

YES *If yes, please specify type and size of tents:*

- All sites shall be subject to an inspection by the Fire Department prior to the project.

NO

**Will the project bring in a tent in excess of 200 square feet or a canopy or other temporary structures that is in excess of 400 square feet?**

YES

- Structures must be approved by the City's Risk Manager.
- All structures shall be subject to an inspection by the Fire Department prior to the project.
- Protective measures must be taken to mitigate potential damages to City locations. Anchor penetration into City parks, cement and streets is prohibited. The use of above ground anchors (i.e. water barrels) is recommended.
- The project sponsor will be responsible for any repairs or damages to any City infrastructures and/or City features.

NO

**Will animals be a part of this project?**

YES *Please provide a list of how many and breed types:*

NO



**Will the project require any City owned street closures or sidewalks?**

YES

- > A traffic control application must be submitted with the initial film permit application.
- > Any changes to this plan must be vetted and approved by the City Traffic Engineer.
- > A 20-foot fire lane must be maintained at all times to allow for emergency vehicle use.
- > SLO PD may provide traffic control assistance if arranged. Any traffic control cost will be billed separately.
- > Production Company must coordinate with City Transit regarding impacts to bus routes along the event route.
- > Approved No Parking signs must be posted at least 48 hours in advance. Upon completion of posting, sponsor is required to contact the SLO PD to report the location of all posted signs. Police must verify that the signs are posted as required if towing vehicles is requested. After the project, these signs must be removed within 24 hours. Signs must be posted with rubber bands only.
- > All posted signs should be checked 2-3 hours prior to the event in case they have been removed and need to be replaced.
- > Any directional signage posted for the closure must be removed immediately post production

NO

**Will the project require exclusive use of a public parking lot?**

YES

- > Parking Lots may be used for the project by permission of the Parking Manager.
- > An adult monitor is required to be stationed at the entrance to the parking lot to ensure the safety of pedestrians and project attendees while vehicles are driving in and out.
- > The cost for the use of a lot varies by location and billed separately through the Parking Division.

NO

**Will the project be closing metered parking spots?**

YES

- > City approved No-Parking signs are required and must be posted with rubber bands on ALL parking meters at least 25 hours in advance.
- > DO NOT cover the top of the meters and DO NOT use tape. Upon completion of postings, sponsor is required to contact the SLO PD to report the location of all posted signs. Police must verify that the signs are posted as required if towing vehicles is requested. After the event, these signs must be removed within 24 hours.
- > All posted signs should be checked 2-3 hours prior to the event in case they have been removed and need to be replaced.
- > The cost for the closure of metered spots is \$20 per meter per day and is billed separately through the Parking Division.

NO

**Is there an opportunity for production materials to enter a storm drain or to be washed off site during a future rain event?**

YES

- > A detailed pollution prevention plan must be submitted for approval by the city. The plan should include a list of all potential materials and how they will be properly handled, stored, and disposed.
- > Spill clean-up materials must be available on site.
- > Proposed clean-up methods involving pressure washing must be approved by the city or conducted by a city approved contractor who has received training and is in good standing.
- > Please contact the City's Environmental Compliance Section (Utilities Department) for questions related to this section.

NO

**Will volunteers and/or security be present for the project?**

YES

Volunteers                       Security

*Please describe your procedures for security and crowd control and identify (if any) the name of the security company you intend to use:*

NO

**Film Permit Fees**

- Permit Processing Fees: **\$15**
- Commercial Filming: **\$126**
- Still Photography: **\$95**
- Documentary: **\$95**
- Destination Marketing: **Not Applicable**
- Non-Profit: **\$37**



### Film Permit Information

- A ten (10) day notice is preferred in order to process your application.
- Throughout the Permit Application you will be notified if your project requires any additional information, clarifications, permits, etc. Delays in providing the requested items could delay the ability to complete the Permit Application Process and approve a permit in a timely manner and could result in denial of the application.
- A completed film permit application does not mean the permit for the project has been issued.
- Filming without required permits is subject to closure.
- A film permit is valid for filming up to seven (7) consecutive days. Additional fees may apply for impacts to Parks or other City facilities, excess City staff hours or extended term of permit on a case basis.
- A deposit may be required based on the size and scale of the project.

### Hold Harmless Agreement

The undersigned (hereinafter the "applicant") understands and agrees to be personally responsible for any damage sustained to the grounds, buildings, fixtures, or equipment, as a result of their use of City property.

The applicant certifies that he/she has read and agrees to the City's Film Permit Procedures, and acknowledges and understands that additional conditions and fees may be imposed or required at the time of the permit issuance.

The applicant shall indemnify, protect, defend and hold harmless and indemnify the City of San Luis Obispo, its elected or appointed officials, officers, employees, agents and volunteers from and against any and all claims, demands, damages, costs, (including but not limited to all administrative or other costs incurred by City in reviewing or resolving claims or appeals), expenses, attorneys' fees, loss or liability of any kind or nature whatsoever arising out of, relating to or resulting from, the alleged acts or omissions of applicant, its officers, agents, or employees, representatives, contractors or volunteers, or in connection with the permitted event or activity or use of public property. The applicant shall, at applicant's own cost, risk and expense, defend, with counsel acceptable to City, any and all claims and all legal actions or proceedings that may be threatened, commenced or filed against the City, its elected officials, officers, agents, employees, or volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its elected officials, officers, agents, employees, or volunteers as a result of the alleged acts or omissions or applicant or applicant's officers, agents, or employees in connection with the uses, events, or activities under the permit.

City shall have the privilege of inspecting the premises covered by this permit at any or all times.

City may terminate this permit if permittee fails to perform any covenant herein contained at the time and in the manner herein provided. City agrees it will not unreasonably exercise this right of termination.

The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the City.

No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

Applicant will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin or physical handicap.

Permit must be kept on site at all times.

Applicant agrees to comply with the terms and conditions contained in the application, which terms and conditions are by this reference made a part hereof.

The applicant further certifies under penalty of perjury under the laws of the State of California that the above information is a complete and accurate representation of the planned event.

<b>Applicant's Signature</b>	<b>Date</b>
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