



CITY OF PERRIS

FILMING PERMIT APPLICATION

Dear Permit Applicant:

The following is information about the **Perris Filming Permit Application**. Please complete and return the application with a copy of a clear map marking the specific location you wish to use. The completed application, Insurance Certificate(s), Letter(s) of Endorsement, and map **must** all be received before the application can be processed. It is important to list all props to be used, and to submit a detailed description of all your activities. You must list all equipment, stunts, pyrotechnics, explosive devices, weapons (firing and non-firing), or aircraft used in your shoot. The lead person who is responsible for the shoot must sign the application.

Fire Requirements: Fire Department resources are assigned to shoots on a case-by-case basis. If it is determined that your shoot requires Fire Department resources, Fire Department personnel will charge for their hourly wage (within a two-hour minimum). A bond will be issued to cover all personnel fees and Fire Department Equipment costs (as needed), payable in advance. If there are any funds remaining after the shoot, the Production Company will receive a refund.

Police Requirements: Police Department resources are assigned to shoots on a case-by-case basis. If it is determined that your shoot requires Police Department resources, Police Department personnel will charge for their hourly wage (within a two-hour minimum). A bond will be issued to cover all personnel fees and Police Department Equipment costs (as needed), payable in advance. If there are any funds remaining after the shoot, the Production Company will receive a refund.

Insurance Requirements: The Applicant shall, at its sole expense, provide the City with evidence of insurance for general liability and workers' compensation benefits for accidents or injuries which occur or are sustained in the course of carrying out this activity. The application must provide insurance with a minimum of \$1,000,000 combined single limit. The Certificate of Insurance and the Letter of Endorsement must name the City as an additional insured. (See specific verbiage below).

When deemed necessary by the City, the Applicant shall maintain one million dollars (\$1,000,000) per occurrence in automobile liability insurance for bodily injury and property damage including coverage for owned, non-owned, and hired vehicles in a form and with insurance companies acceptable to the City.

All policies shall contain a provision stating that the Applicant's policies are PRIMARY insurance and that the insurance of City or any named Additional Insureds will not be called upon to contribute to any loss.

You must provide proof of liability insurance (via Certificate of Insurance) and a Letter of Endorsement (ISO form #CG-20-12-07-98 or equivalent) naming the City of Perris, its officers, agents, employees, and/or volunteers as an additionally insured in the amount of \$1 million. The Insurance Certificate and Letter of Endorsement **must** read **verbatim: City of Perris, 101 North D Street, Perris, CA 92570 and its officers, City Council, agents, employees, and volunteers are named additional insured with respect to liabilities arising out of the performance of service hereunder.**



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An additional Insurance Certificate and Letter of Endorsement is required in the event of the use of airplanes or helicopters in the amount of \$10 million, using the same verbiage above.

FAA approval, in writing, is required.

Workers' Compensation Requirements: Proof of workers' compensation insurance is required.

Please email a copy of the Certificate(s), along with the Letter(s) of Endorsement to the City of Perris at apanchi@cityofperris.org **and** mail a hard copy of the Insurance Certificate(s) and Letter(s) of Endorsement to:

City of Perris
Attn: Armando Panchi
135 North D Street
Perris, CA 92570

An electronic copy directly from the Insurance agent will also be accepted if emailed to: apanchi@cityofperris.org.

In order to process the application in a timely manner, the application, Certificate(s) of Insurance, and Letter(s) of Endorsement and a clear map must be received five days prior (minimum) to filming. All reservations are tentative until we receive confirmation of property owner approval. If you have any other questions, please contact the City of Perris at (951) 943-6100.

The City of Perris Film Permit is free of charge.

Riders: Minor additions, corrections, or alterations to a permit shall be made available by way of a rider which shall be attached to the original permit in writing. However, a permit cannot be extended or amended by rider after the completion of the filming activity. Significant changes to the original permit shall require a new permit application.



Permit # _____

PHOTOGRAPHY/FILMING PERMIT APPLICATION

Date: _____
 Company: _____
 Address: _____

 Co. Phone: _____
 Co. Fax: _____
 Prod. Dates: _____

Project Title: _____
 Location Mgr.: _____
 Cell #: _____
 Email: _____
 Prod. Mgr.: _____
 Cell #: _____
 Other Contact: _____
 Cell #: _____

Prod. Type: Still Photography Commercial TV-Reality TV-Periodic TV-Other Music Video
 Documentary Industrial Corporate Feature Other _____

Total Personnel (cast, crew, etc.): _____ **Total Vehicles/Equipment:** _____

-Provide exact number of each item to be used at filming location(s)-

Vehicle/Equipment Detail: **Sm. Vehicles:** _____ **Lg. Vehicles:** _____ **RVs:** _____
Generators: _____ **Lifts:** _____
Other (describe): _____

Insurance: See attached Insurance requirement – Permit will not be issued without proper insurance

Insurance Certificate and Endorsement will be submitted by _____ am/pm on _____
 Insurance Certificate and Endorsement attached – Insurance Co. _____

Location Detail: Please give specific detail about your shoot below (Use provided addendum sheet if more space is needed). You must include the following: 1) property owner(s) name(s); 2) property owner(s) contact information; 3) address of location(s); 4) day(s) and time(s) of prep, film, and strike; 5) a storyboard and/or detail list of filming activity

Date(s)	Time(s)	Details	Prep/Film/Strike

Traffic: Will this project require traffic control? No (skip to Stunts/Special Effects) Yes (continue)

Road Encroachment Permit attached

Road Encroachment Permit will be submitted by: _____ am/pm on _____

Section below to be completed by City Permit Staff ONLY

Police Required: Yes No **Fire Dept. Required:** Yes No **City Parks Approval Required:** Yes No

Stunts: Will this project involve stunts? No Yes (continue)

Weapons: Will this project involve firing or non-firing weapons? No Yes (continue)

SFX: Will this project involve SFX/Pyro? No (if no to all three, skip to Animals) Yes (continue)

Stunts and Special Effects Worksheet attached

Stunts and Special Effects Worksheet will be submitted by: _____ am/pm on _____

Animals: Will this project require the use of exotic or domestic animals? No (skip to Aircraft) Yes (continue)

Animal Stipulations attached

Animal Stipulations will be submitted by: _____ am/pm on _____

Aircraft: Will this project require the use of any aircraft? No (skip to General Conditions) Yes (continue)

See attached Insurance requirement – Permit will not be issued without proper insurance

Additional Aircraft Insurance attached

Additional Aircraft Insurance will be submitted by: _____ am/pm on _____

FAA Approval attached

FAA Approval will be submitted by: _____ am/pm on _____

Section below to be completed by City Permit Staff ONLY

Permit #:	_____	Approved by:	_____
Processing Fee:	\$ _____	Name:	_____
Road Permit Fee:	\$ _____	Title:	_____
Fire Permit Fee:	\$ _____	Attachments	<input type="checkbox"/> Road Encroachment Permit
Fire Bond:	\$ _____		<input type="checkbox"/> Fire Permit/Weapons Permit (circle one)
Police Fee:	\$ _____		<input type="checkbox"/> General Liability Insurance Documents
Police Bond:	\$ _____		<input type="checkbox"/> Aircraft Insurance Documents
Other (explain)	\$ _____		<input type="checkbox"/> FAA Approval
TOTAL:	\$ _____		<input type="checkbox"/> Animal Stipulations
Other Provisions:	_____		<input type="checkbox"/> Property Owner Permission Form(s)
	_____		<input type="checkbox"/> Neighborhood Notification(s)/Sign-off(s)
	_____		<input type="checkbox"/> Other: _____

GENERAL CONDITIONS:

Permittee agrees to all the terms and conditions on this permit including provisions listed at the bottom of this form and any attachments.

Permittee waives all claims against City, its officers, agents, employees, and volunteers, for loss or damage caused by, arising out of, or in any way connected with the exercise of this permit and Permittee agrees to hold harmless, indemnify, and defend City, its officers, agents, employees, and volunteers, from any and all loss, damage, or liability which may be suffered or incurred by City, its officers, agents, employees, and volunteers, caused by, arising out of, or in any way connected with exercise by Permittee of the rights hereby permitted, except those arising out of the sole negligence of the City. City shall have the privilege of inspecting the premises covered by the permit at any and all times. This permit shall not be assigned. City may terminate this permit at any time if Permittee fails to perform any covenant herein contained at 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, employees, and volunteers, in the performance of this permit shall act in an independent capacity and not as officers, agents, employees, and volunteers 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. Permittee agrees to comply with the terms and conditions contained in the attached Exhibit(s), which terms and conditions are by this reference made a part thereof. The Permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit. Permit must be kept on site at all times. City makes no representation or warranty as to condition of any property or facilities used by Permittee, and it is the responsibility of Permittee to fully inspect all such property and facilities to determine their condition prior to their use, and in going forward, assumes all risks associated with the condition of property or facilities.

Permittee's Signature: _____ **Representative of:** _____
Permittee's Name: _____ **Title:** _____
Date: _____



City of Perris Film Permit Addendum-1

If you are shooting on private property, either "A" or "B" below must be completed and signed.

A. PROPERTY OWNER

I, _____, hereby certify under penalty of perjury that
I _____ am the legal owner of the property located at
_____, and that I consent to the photographic
recordings occurring on said property on _____.

Signature

Date

Print Name

Phone Number

Mailing Address

City, State, Zip Code

B. PROPERTY LEGAL REPRESENTATIVE

I, _____, _____
(Title)
at _____ hereby certify under penalty of perjury that
(Company Name)
I and/or my company is the owner's legal agent for the property located at _____
(Property Address)
_____, and that _____
(Property Owner's Name)
consents to the photographic recordings occurring on said property on _____.

Signature

Date

Print Name

Phone Number

Mailing Address

City, State, Zip Code