

City of Glendale

APPLICATION FOR FILMING PERMIT

Date: _____

FILM OFFICE: 633 E. BROADWAY, ROOM 201, GLENDALE, CA 91206 Office: 818-550-4376 or 818-548-2005
email: jherwig@glendaleca.gov fax: 818-409-7239

Completed items 1 through 12. Signature required on page 4.

1. Company: _____ Contact: _____
Address: _____ Phone: _____
_____ Emergency Phone: _____

2. Representative and Title: _____
Phone: _____

3. Location(s) of filming: _____

4. Dates of filming: _____ Times: _____

5. TYPE OF FILM:

Television Motion Picture Commercial Stills Video Educational Non-Profit Student
 Other: _____

6. City Services requested (other than Police and Fire): _____

7. Provide number of each type of vehicle and equipment that will be placed on public or private property:

Cast and Crew: _____ Cars: _____ Trucks: _____ Vans: _____ Motor Homes: _____
Generators: _____ Camera Cars: _____ Catering: _____
Other: _____

8. If filming a motion picture, list name of feature and celebrities; or if commercial, list name of product and sponsor:

9. Person and title on location responsible for company's adherence to terms/conditions of permit:

10. Summarize scene(s) to be filmed: include use of all explosives, stunts, special effects, camera and lighting equipment and fixtures, etc. and if public will be admitted. (All special effects require a fire permit). Attach additional sheets as necessary.

Location 1: _____ Time: _____ Date: _____

Scene: _____

Location 2: _____ Time: _____ Date: _____

Scene: _____

Location 3: _____ Time: _____ Date: _____

Scene: _____

Location 4: _____ Time: _____ Date: _____

Scene: _____

Location 5: _____ Time: _____ Date: _____

Scene: _____

11. Attach a complete plot plan for each location whether on private or City property. Include streets, cross streets, bus zones, requested postings, and lane closures.

12. Submit completed Filming Permit Neighbor Verification Form for all filming locations, include signatures of all residents and businesses within 300 feet of the proposed filming and any residents or businesses whose property is in front of parking being requested.

-----THIS SPACE FOR CITY USE ONLY-----

Application Fee \$342 / \$159	Insurance Approval		
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DEPARTMENTS REQUIRED FOR REVIEW AND RESPONSE:

- POLICE
 FIRE
 PUBLIC WORKS
 TRANSIT
 PARKS
 LIBRARY

General Conditions & Restrictions

13. Processing of permits by City may take up to three full working days when assignment of City personnel for traffic re-routing, interior filming, special effects, use of hazardous materials, or use of City property will occur during filming. Processing of all other filming permits may take up to two full working days.

14. All changes require 24 hours notice, completion of Film Application Revision Form and \$106 application revision fee.

15. There is a \$424.00 per day fee when filming on City sidewalks and streets. Other location fees will apply when using City buildings and/or City properties. To film in City parks, please contact Aylin Isayan with Community Services and Parks Department at 818-548-3813.

16. This permit is issued to the applicant by the City of Glendale for the purpose of filming a commercial motion picture, television, film or still photograph within the City of Glendale.

17. This permit must be in the possession of the applicant at all times while on location. Posted Parking Regulations and/or vehicle code regulations will be enforced, unless noted otherwise.

18. On or before the date of the expiration of this permit the permittee shall remove from said properties all location sets, structures, rubbish and unsightly matter placed on the property by the applicant, and in the event applicant fails to do so, the City may cause the same to be done and applicant agrees to pay the City its cost incurred therefore.

19. This permit shall not be assigned by the applicant without the written consent of the City.

20. Applicant shall coordinate with the City representative assigned for the purpose, in order to avoid any interference with the operations of the City's facilities or property.

21. Applicant acknowledges and represents that it has inspected City's properties, knows the condition thereof, and assumes full responsibility for any injury to persons or damage to property by reason of the use of said properties under this permit, and undertakes and agrees to release and hold harmless and indemnify the City and all its officers and employees from and against all actions, claims, loss, demands, expense, damage or liability of any nature whatsoever, for death or injury to any person or damages to any property in any manner arising by reason of or incident to the exercise or enjoyment of the premises herein given whether or not caused solely or contributed to by any act or omission, active or passive, negligent or otherwise, of the City, or any officer, employee or agent.

22. Applicant must provide a Certificate of Insurance showing proof of General Liability with policy limits no less than \$1,000,000 Each Occurrence and \$2,000,000 General Aggregate. The Certificate of Insurance, along with an additional insured endorsement or a binder, must state: The City of Glendale, its officers, agents and employees are hereby named as additional insureds. This insurance is primary to the coverage of the City of Glendale. The insurance company will not cancel, terminate, or reduce the insurance afforded under the policy unless 30 days notice of such cancellation, termination, or reduction has been mailed to the City of Glendale. If the policy states that issuing company "will endeavor to mail 30 days written notice to certificate holder...., but failure to mail such notice shall impose no obligation or liability of any kind upon the company...., the words endeavor to and "but failure to mail...must be crossed off and initialed by insurance representative.

23. In order for the insurance to be effective, it must be accompanied with one of the following:

- a. An additional insured endorsement, with policy number on endorsement and signed by the insurance company or an authorized representative;
- b. A binder attached to the insurance certificate to the same effect;

24. If parking is required on public property, the applicant will be required to post no parking signs 30-48 hours prior to when it is needed. In addition to \$4 per sign and Street Use Permit Fee of \$120, the applicant will also be required to pay a Street Use fee determined by Traffic Engineering Department. This shall apply to any parking reserved and/or for other than normal passenger vehicles. All no parking signs shall be removed by applicant immediately after the time authorized by the permit.

25. This permit may be terminated at any time by either of the parties hereto, and until so terminated, or its expiration, the applicant agrees to abide by all the terms and conditions hereof, and to pay all fees and charges herein provided. Violations of the terms and conditions of the permit may result in immediate revocation of permit.

26. The permit application fee is \$342. If the applicant is a non-profit charitable organization or a student working on a class project, the fee is reduced to \$159.

27. Refunds, if any, will be made payable to the applicant named on this application form.

We hereby accept this permit and agree to abide by
all the terms and conditions hereof.

Name of Company (Applicant)

Signature of Authorized Representative

Date of Application