CITY OF ORANGE FILMING PERMIT APPLICATION INSTRUCTIONS

THE CITY OF ORANGE REQUIRES 10 WORKING DAYS TO PROCESS AN APPLICATION REQUEST. INCOMPLETE PERMITS WILL NOT BE ACCEPTED.

NO PERMITS WILL BE APPROVED IF CONDITIONS FOR APPROVAL ARE NOT MET 5 DAYS PRIOR TO THE FIRST ONLOCATION PREP DAY.

A COMPLETED APPLICATION WILL CONTAIN THE FOLLOWING:

- Completely filled out permit application (Form A).
- Certificates of insurance AND an endorsement (see attachments 1 and 2 for sample) evidencing:
  1. Workers compensation insurance as required by law for the protection of permittee’s employees;
  2. Comprehensive or commercial general liability insurance written on an occurrence basis providing for a combined single limit of (a) $1 million, or (b) $500,000 per occurrence with $1 million aggregate for bodily injury, death and property damage, or (c) $1 million aggregate; and
  3. Automotive liability insurance on a comprehensive form covering all owned, non-owned and hired automobiles providing for a combined single limit of (a) $1 million, or (b) $500,000 per occurrence with $1 million aggregate for bodily injury, death and property damage, or (c) $1 million aggregate.

Each policy of general liability and automotive liability shall be endorsed to provide that City, its officers, agents, and employees are declared to be additional insureds under the terms of the policy.

- Copy of location agreement (if filming on private property).
- Copy of neighborhood filming notification letter (Form B).
- Signatures of approval (Form C) from directly impacted property owners and merchants WITHIN 500 FEET IN ALL DIRECTIONS of proposed filming and parking locations. Based on the type of production, at the discretion of City Staff, you must have between 80-100% approvals from all properties.
- Short, written description of the filming activity and storyline of scenes.
- Filming layout diagram and parking plan showing where cameras will be set up for all shots; where equipment such as trucks, generators, camera van or cube van, and honey wagons will be located and where crew/extra cars will be parked.
- Permit and application fees (non-refundable) – see separate fee schedule.
- A check made out to the City of Orange to cover administrative fees and clean up, if requested. The estimated cost of providing City services shall be paid to the City by the applicant in advance.

STUDENTS ONLY: City permits for productions involving weapons and using public right-of-way will not be approved. Private property* production permits may be approved after weapons have been inspected by school “Public Safety” officer and proper documentation of such has been included with your application.

STUDENTS ONLY: PERMIT REVIEWED AND IS COMPLETE __________________________

Initials of approved School Staff          Print Name

CITY OF ORANGE FEE SCHEDULE

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<tr>
<td>One Time Application Fee</td>
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<td>Per Day Permit Fee- Old Towne District</td>
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<td>Per Day Permit Fee- Non-Old Towne</td>
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<td>Per Day Permit Fee- Professional Photography</td>
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<td>Per Day Permit Fee- Private Property</td>
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<td>Per Day Permit Fee- Student Filming</td>
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*Private property means that the entire production, including parking of vehicles, equipment staging and moving, cast and crew, or anything else involving the production will be EXCLUSIVELY on private property. If, at any time, the production utilizes sidewalks, streets, public parking lots, or any other publicly owned facilities or property, fees will apply.

**Student filming is defined as by a registered student at an accredited school engaging in film activities assigned by that school for an official class project, and covered by insurance provided by that school. Application Fees are also waived.
**CITY OF ORANGE**  
**FILM PERMIT**

*Keep a copy of this permit on location at all times.*

Production Company: __________________________  Production Title: __________________________

Production Type: [ ] Feature  [ ] TV Series/Movie  [ ] Still Shoot  [ ] Commercial  [ ] Student  [ ] Other:

Address: __________________________  City/State/Zip: __________________________

Phone: __________________________  E-mail Address: __________________________

Location Manager: __________________________  Cell Phone: __________________________

Alternate Contact/Title: __________________________  Cell Phone: __________________________

Insurance Carrier: __________________________  Policy#: __________________________  Exp. Date: __________________________

**Location Address, Dates and Times:**

1. __________________________
2. __________________________
3. __________________________
4. __________________________

**Traffic:**

- Street closure: [ ] Yes  [ ] No
- Lane closure: [ ] Yes  [ ] No
- Camera in curb lane: [ ] Yes  [ ] No
- Parking restrictions: [ ] Yes  [ ] No
- Driving shots: [ ] Yes  [ ] No
- Intermittent Traffic Control (ITC): [ ] Yes  [ ] No

If yes, indicate location and time: __________________________

**Equipment and Personnel:**

- Camera car: [ ]
- Picture car: [ ]
- Generator: [ ]
- Crane: [ ]
- Lights: [ ]
- Crew #: __________________________
- Extras#: __________________________
- Total Personnel #: __________________________
- Trucks #: __________________________
- Motorhomes#: __________________________
- Honey wagon #: __________________________
- Vans #: __________________________
- Parking (#cars): __________________________
- Extras parking (#cars): __________________________

Other Equipment (please list):

**Banners:** [ ] Yes  [ ] No  **Animals:** [ ] Yes  [ ] No  If yes, describe: __________________________

**Special Effects:**

- Pyrotechnics: [ ]
- Stunts: [ ]
- Firearms: [ ]
- Loud noises: [ ]
- If yes, describe: __________________________

If any part of your production includes loud noises, applicant must notify in writing all residents and businesses within 500 feet within 7 working days prior to filming. __________________________ (Initial)

**OFFICE USE ONLY:**

| Date/Time Received: __________________________ | Date/Time Permitted: __________________________ | Traffic Control: [ ] |
| Application Fee $ __________ | Permit Fees $ __________ | 
| Estimated Police Fees $ __________ | Estimated Public Works Fees $ __________ | 
| Estimated Legal Fees $ __________ | Estimated Fire Dept. Fees $ __________ | 
| Estimated Park Fees $ __________ | Estimated Other Fees $ __________ | 
| **GRAND TOTAL:** $ __________ |

Form A – Permit Application (1of 2)  
Page 1
FILM PERMIT PROVISIONS

Permittee waives all claims against the City of Orange, its officers, agents and employees, for loss or damage caused by, arising out of, or in any way connected with the exercise of this permit. Permittee hereby agrees to indemnify, defend and hold the City, its authorized agents, officers, representatives and employees harmless from and against any and all losses, damages or claims, causes of action, costs, liabilities, penalties, judgments and expenses, including, without limitation, defense costs and reasonable legal fees, resulting from any and all claims or damage of any nature, including any accident, loss or damage to persons or property which the City may incur and which arise from or relate to any activity conducted by permittee or any of its officers, agents, employees, representatives, contractors, consultants, or students in connection with the rights granted in the permit or under Orange Municipal Code Chapter 5.45.

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

City may terminate this permit at any time 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.

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

If Permittee is unable to film on scheduled date due to inclement weather, City must be notified in writing by next business day in order to reassign permit fees to a rescheduled date.

City shall be compensated for any loss or damage to City property by Permittee.

Permittee agrees to clean and restore the property to its original condition prior to use as a location site.

Public Use of City Park Facilities - - No vehicle(s) allowed on park turf areas. All film equipment must be transported via dolly or hand-carried in and out of park facility. No temporary parking of vehicle(s) on park turf for loading or unloading of equipment.

Permittee is responsible for fully complying with posted signage surrounding the requested film site. The City of Orange will not dismiss any citation issued to the Permittee or any person(s) associated with the film production who are in violation of posted regulations.

Permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit.

Permittee hereby agrees to ensure compliance with the conditions of the permit, agrees to obtain prior City approval for deviations from the information provided herein and understands that failure to comply with these requirements may result in the immediate cancellation of filming. [NOTE: Facilities Supervisor approval required for use of City park facilities only.]

Applicant: ________________________________ Date: ________________

Approved: ________________________________ Date: ________________

(City of Orange Representative)

Approved: ________________________________ Date: ________________

(Facilities Supervisor/Coordinator)
Dear Orange Merchant or Resident:

We are in the process of applying for a City of Orange film permit. Listed below is the proposed filming activity. Please let us know of any special concerns that you may have within 5 business days of receipt of this notice.

If the permit is granted, we will abide by all City of Orange filming rules, and will maintain all legally required liability insurance.

Thank you in advance for your cooperation.

Date: ______________________

Company: ____________________________

Location Manager: ___________________________ Cell Phone: ___________________________

Production Manager: ___________________________ Cell Phone: ___________________________

Production Title: ____________________________

Production Type: ____________________________

Filming location: ____________________________

Date(s) of filming: ____________________________

Time of filming: ____________________________

Scene: ____________________________

Crew parking: ____________________________

Total number of vehicles at film site location: ____________________________

Intermittent Traffic Control:  ☐ Yes  ☐ No (3-minute maximum)

Location(s): ____________________________

Date(s)/Hours: ____________________________

Other: ____________________________

CITY OF ORANGE
230 East Chapman Avenue, Orange, California 92866
Commercial Filming: (714) 288-2590 / Student Filming: (714) 288-2580

Form B – Filming Notification
The City of Orange Film Notification must be distributed to property owners and tenants located within 500 feet (on both sides of street) of the filming area. Written permission is required from property owners or tenants impacted by filming activity or parking in front of their property.

We, the undersigned are aware that ____________________________ Production Company will be filming ____________________________ Production Title at ____________________________ Address on ____________________________ Date(s) Filming Hours: ____________________________ Start End

We understand that equipment and vehicles will be parked on the street.

Additional conditions: ____________________________

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Signatures of minors or hired staff are not acceptable.
CITY OF ORANGE
FIRE DEPARTMENT
FILM SET QUESTIONNAIRE

THIS FORM MUST BE ACCOMPANIED BY FILM PERMIT APPLICATION

Film Production Title: _______________________________ Today’s Date: __________________

Applicant’s Name (print): ___________________________ Telephone Number: __________________

Name of Production Company: __________________________

Film Location: __________________________

Please identify any production processes, materials or conditions that may need special fire and/or life safety attention from the Orange Fire Department.

Check any of the following processes, materials or conditions that will be associated with your production:

____ Candles
____ Chase scenes
____ Compressed gases
____ Cryogens
____ Dust producing processes
____ Explosives or blasting
____ Fifty or more people inside building
____ Filming automobiles from inside
____ Filming inside building
____ Filming near brush
____ Firearms
____ Flammable/combustible liquids
____ Generators >200 amps

If you checked any of the above listed processes, materials or conditions, you are required to provide a more detailed description below. If necessary for safety, the Orange Fire Department may require production alterations or on-site mitigation measures.

NONE OF THE ABOVE APPLY TO MY PRODUCTION ____________ (Initials)

DESCRIPTION OF PROCESSES, MATERIALS OR CONDITIONS [INCLUDE A SITE PLAN, IF APPLICABLE]:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

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________________________________________________________________________________________

________________________________________________________________________________________
The undersigned acknowledges that the City of Orange shall not be liable at any time, and the undersigned agrees to assume all risks for any loss, damage or injuries whatsoever to the person or property of any person or entity whatsoever arising out of the above-referenced processes, materials or conditions which are implemented as part of the above-referenced film production.

Applicant’s Signature: ________________________________

Printed Name: _____________________________________

**ORANGE FIRE DEPARTMENT:**

**APPROVAL**

1. **APPROVED WITHOUT CONDITIONS:**

   [Insert a check mark here]

2. **APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:**

   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________
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   __________________________________________________
   __________________________________________________

**CITY OF ORANGE**

Dated: _________________, 20___

By: ________________________________

Printed Name: _______________________

Title: ______________________________

Orange Fire Department, Fire Prevention Division
176 South Grand Street, Orange, California 92866
Office: (714) 288-2541/Facsimile: (714) 771-2942
This letter is a statement of intent to employ an electrical generator rated at 200 amps or more on a film production in the City of Orange. This generator shall be operated by a person who has been properly instructed in its safe use by the generator owner representative.

The generator attendant shall not perform any duties on the set while the generator is in operation except those involving generator setup and operation, cabling, and lighting setup.

Name

Title

Signature

Date

Orange Fire Department, Fire Prevention Division
176 South Grand Street, Orange, California 92866
Office: (714) 288-2541/ Facsimile: (714) 771-2942

Form E – Electrical Generator Affidavit
ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER

NAME OF AGENT FOR INSURANCE COMPANY

INSURED

MUST LIST THE COMPANY RESPONSIBLE FOR CONTRACT OR EVENT.

INSURERS AFFORDING COVERAGE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COVERAGE

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY Pertain, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS

LIST ACTIVITY TO BE INSURED

NAME ADDITIONAL INSURED BY ENDORSEMENT (See attached endorsement)

CERTIFICATE HOLDER

ADDITIONAL INSURED: INSURER LETTER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL _30_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

AUTHORIZED REPRESENTATIVE

CITY OF ORANGE
ATTN: FILMING
230 E. CHAPMAN AVE.
ORANGE, CA  92866
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

CITY OF ORANGE
ATTN: FILMING
230 E. CHAPMAN AVE.
ORANGE, CA 92866

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

CERTIFICATE HOLDER IS NAMED ADDITIONAL INSURED

WITH RESPECTS FOR FILMING AT:

NAMED INSURED:
EFFECTIVE DATE:
ADDITIONAL PREMIUM:

CG 20 26 11 85 Copyright, Insurance Services Office, Inc., 1984