



FILMING PERMIT APPLICATION INSTRUCTIONS

THE CITY OF ORANGE REQUIRES 16 WORKING DAYS TO PROCESS AN APPLICATION REQUEST.
INCOMPLETE PERMITS WILL NOT BE ACCEPTED.

A COMPLETED APPLICATION WILL CONTAIN THE FOLLOWING:

- Completed permit application (Form A pages 1-2).
- Certificate of insurance **AND** an endorsement naming the City of Orange as an additionally insured (see pages 8-9 sample) evidencing:
 1. Workers compensation insurance as required by law for the protection of permittees' 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 the 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. The agreement must include the owner's contact information and signature.
- A draft of the neighborhood filming notification letter (Form B- page 3).
- Signatures of approval (Form C- page 4) from the immediate surrounding area of the proposed filming and parking locations.
- Film Set Questionnaire (Form D pgs 5-6). Please read through the list of conditions carefully.
- Filming layout diagram to include location to and equipment such as cameras, generators, etc., parking plan for vehicles such as trucks, vans, and personal crew vehicles.
- STUDENTS ONLY:** City permits for productions involving weapons, requesting temporary traffic control, or additional safety personnel will **not** be approved.
- STUDENTS ONLY:** Application must be reviewed for completion prior to submittal by an approved instructor, professor, etc.

Instructor signature: _____

email/phone: _____

CITY OF ORANGE FEE SCHEDULE

FEES WILL BE APPLIED UPON RECEIPT OF APPLICATION AND MUST BE PAID PRIOR TO FILMING

One Time Application Fee (non-refundable)	\$40
Per Day Permit Fee- Old Towne District	\$444
Per Day Permit Fee- Non-Old Towne	\$208
Per Day Permit Fee- Professional Photography	\$208
Per Day Permit Fee- City Parks	\$218
Per Day Permit Fee- Private Property	\$0*
Per Day Permit Fee- Student Filming	\$0**

Additional charges seen as safety and City Staff required services are charged 100% of costs based on projected estimate.

*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 a registered student at an accredited school engaging in film activities assigned by that school for an official class project and is covered by insurance provided by that school. Application Fees are also waived.



FILM PERMIT

Keep a copy of this permit on location at all times

Production Company: _____ Production Title: _____

Production Type: Feature Film TV Series/Movie Still Shoot TV 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: _____

Provide a brief description of filming activity and storyline of scenes

All Locations, Dates and Times:

1. _____
2. _____
3. _____
4. _____

Traffic:

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

If yes, provide an explanation and include location and time: _____

Equipment and Personnel: Camera car Picture car Generator Crane Lights

Crew # _____ Extras# _____ Total Personnel # _____

Trucks # _____ Motorhomes# _____ Trailer # _____

Vans # _____ Parking (#cars) _____ Extras parking (#cars) _____

Generator # _____

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:	
<input type="checkbox"/> City Facilities	<input type="checkbox"/> Plaza	<input type="checkbox"/> 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:			\$ _____

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.

Permittee must comply with current state, local, and Cal/OSHA non-emergency standards pertaining to COVID-19.

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 reassess 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 is 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.

Applicant: _____

Date: _____

Approved: _____
(City of Orange Representative)

Date: _____



NOTICE OF PROPOSED FILMING ACTIVITY IN ORANGE

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: _____ Phone: _____

Production Manager: _____ Phone: _____

Production Title: _____

Production Type: _____

Filming location: _____

Date(s) of filming: _____

Time of filming: _____

Scene: _____

Crew parking: _____

Number of personal vehicles _____

Number of oversized trucks/trailers _____

Total number of vehicles at film site location: _____

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

Location(s): _____

Date(s)/Hours: _____

Other: _____

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: _____

CITY OF ORANGE

Dated: _____, 20____

By: _____

Printed Name: _____

Title: _____



ELECTRICAL GENERATOR AFFIDAVIT

Filming Date:	Call Time:	Generator Amperage Rating:
Production Title:		Name of Attendant:
Production Company:		Phone Number of Attendant:
Location Manager:		Generator Owner, Owner Representative Name, Address, and Telephone Number:
Site Location:		

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

ACORD CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YY)
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PRODUCER NAME OF AGENT FOR INSURANCE COMPANY	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.
	INSURERS AFFORDING COVERAGE
INSURED MUST LIST THE COMPANY RESPONSIBLE FOR CONTRACT OR EVENT.	INSURER A: LIST NAME OF INSURANCE COMPANY INSURER B: LIST FOR AUTO INSURER C: LIST FOR WORK COMP INSURER D: INSURER E:

COVERAGES

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.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	MUST SHOW	MUST SHOW	MUST SHOW	GENERAL AGGREGATE	\$1,000,000*
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP/OP AGG	\$1,000,000*
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY	\$1,000,000*
	<input checked="" type="checkbox"/> STATE YOUR DEDUCTIBLES				EACH OCCURRENCE	\$1,000,000*
	GEN'L AGGREGATE LIMIT APPLIES PER:				FIRE DAMAGE (Any one fire)	\$1,000,000*
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				MED EXP (Any one person)	
B	AUTOMOBILE LIABILITY	MUST SHOW	MUST SHOW	MUST SHOW	COMBINED SINGLE LIMIT (Ea accident)	\$500,000.*
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS					
<input type="checkbox"/> NON-OWNED AUTOS						
<input type="checkbox"/> GARAGE LIABILITY						
<input checked="" type="checkbox"/> ANY OTHER BY APPROVAL						
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
C	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY	MUST SHOW	MUST SHOW	MUST SHOW	WC STATUTORY LIMITS	OTHER
					EACH ACCIDENT	\$1,000,000
					DISEASE - EACH EMPLOYEE	\$1,000,000
					DISEASE - POLICY LIMIT	\$1,000,000
OTHER					*LESS BY APPROVAL	

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
CITY OF ORANGE ATTN: FILMING 230 E. CHAPMAN AVE. ORANGE, CA 92866		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.
		AUTHORIZED REPRESENTATIVE

Policy Number:

Commercial General Liability

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

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