

FILING INSTRUCTIONS FOR A CITY OF CALABASAS FILMING PERMIT

The following materials and exhibits are required in order to complete the processing of an application for a City of Calabasas Filming Permit:

1. Fax a completed Calabasas Filming Application/Permit and Permission to Use Property for Filming, to the Calabasas Film Office at (805)495-7621.
2. A \$500 Security Deposit to ensure cleanup and restoration of the site shall be submitted in advance of permit issuance. The deposit, in full or part thereof, may be returned to the applicant upon completion of filming and inspection of the site by the City. The Request for Refund form is available through the Calabasas Film Office.
3. Insurance in the amount of one million dollars (\$1,000,000) naming the City of Calabasas; 100 Civic Center Way, Calabasas, CA 91302, as the additional insured shall be provided and remain on file with the Film Office.
4. If filming is scheduled to occur before 7:00 am and/or after 7:00 pm, signatures supporting a neighborhood approval are required. Additionally, signatures are required for all special effects, excessive noise and excessive lighting permits. The signature forms will be completed by the Calabasas Film Office and circulated by the production company.
5. Application/permit fees are to be made payable to the "City of Calabasas". All fees are due in advance of all filming activities and are to be delivered to the Calabasas Film Office.
6. If a film monitor is required, the fees for the monitor are to be made payable to "City Permit Services" and are to be delivered to the Calabasas Film Office prior to the issuance of the film permit.

Calabasas Film Office
25 W. Rolling Oaks Drive, Ste 201, Thousand Oaks, CA.91361
PH: (805)495-7521 FAX: (805)495-7621



CALABASAS FILM OFFICE

Film Application/Permit



CITY OF CALABASAS

25 W. Rolling Oaks Drive, Suite 201 Thousand Oaks, CA. 91361

Phone: (805) 495-7521 Fax: (805) 495-7621

City of Calabasas Tax Identification Number: 95-4315963

PERMIT TO BE ON LOCATION & POSTED ON SITE AT ALL TIMES

Rider Number: _____ PERMIT NUMBER: _____ - _____

TYPE OF PRODUCTION:

Date Submitted: _____

Motion Still TV Feature Comm. Video: Type _____ Music Video other _____

Company Name: _____ Telephone Number: _____

Street Address: _____ Fax Number: _____

City, State, Zip Code: _____

Production name and/or Number: _____

Ordered By: _____ Phone no.: _____ Cell #: _____

Production Manager: _____ Phone No.: _____ Cell #: _____

Location Manager: _____ Phone No.: _____ Cell #: _____

Representative on-site: _____ Phone No.: _____ Cell #: _____

LOCATION INFORMATION:

Location 1 _____

Private Property City Road Use (Parking, film, etc.) City Park ITC Posting Roads

Parking - (BE SPECIFIC): _____

Scenes: _____

Filming Times: *Normal Filming Hours are 7:00am – 7:00pm*

Construction Date (s) _____ Strike Date(s) _____ Hold Dates(s) _____

Loc #	Date from	Date To	Hours From	Hours To (taillights)	Special Effects	Cast & Crew Size	Misc. Info.
1							
1							
1							
1							

***All conditions and requirements of Chapter 5.40 & 8.18 of the Calabasas Municipal Code must be adhered to.**

Location 2 _____

Private Property City Road Use (Parking, film, etc.) City Park ITC Posting Roads

Parking - (BE SPECIFIC): _____

Scenes: _____

Filming Times: *Normal Filming Hours are 7:00am – 7:00pm.*

Construction Date (s) _____ Strike Date(s) _____ Hold Dates(s) _____

Loc #	Date from	Date To	Hours From	Hours To (taillights)	Special Effects	Cast & Crew Size	Misc. Info.
2							
2							
2							
2							

Location 3 _____

Private Property City Road Use (Parking, film, etc.) City Park ITC Posting Roads

Parking - (BE SPECIFIC): _____

Scenes: _____

Filming Times: *Normal Filming Hours are 7:00am – 7:00pm*

Construction Date (s) _____ Strike Date(s) _____ Hold Dates(s) _____

Loc #	Date from	Date To	Hours From	Hours To (taillights)	Special Effects	Cast & Crew Size	Misc. Info.
3							
3							
3							
3							

***All conditions and requirements of Chapter 5.40 & 8.18 of the Calabasas Municipal Code must be adhered to.**

FEE SUMMARY:

- PAYMENT MUST BE SUBMITTED PRIOR TO ISSUANCE OF PERMIT -

Motion Application: \$400 per day + \$100 Processing Fee Motion Rider: \$100 Motion Cancellation: \$100
 Still Application: \$150 + \$100 Processing Fee Still Rider: \$50 Still Cancellation: \$100

Note: A \$500 Refundable Security Deposit is required for all Motion and/or Still Applications

Payment Mailing Address: SWS Inc./City of Calabasas Film Office,
 25 W. Rolling Oaks Drive, Suite 201, Thousand Oaks, CA 91361

Fee Type	Amount	Total	Date Paid	Amount Paid	Check #
Processing Fee:					
Motion:					
Still:					
Riders:					
City Use:					
Cancellation:					
Road Use Fee:					
*Security Deposit					
**Monitor Fees:					
TOTAL DUE:					

*** Please provide a separate check made payable to "City of Calabasas". A refund will be processed upon completion of site inspection and receipt of a completed "Request for Refund - Security Deposit" form.**

**** Please provide a separate check made payable to "City Permit Services" for these fees.**

City of Calabasas
 Permit Approval Stamp Required

ATTACHMENTS:

- Insurance Certificate Exp. Date: _____
- Hold Harmless
- Permission to Use Property
- Permission to Use Parking
- Security Deposit
- Signatures
- Other: _____

***All conditions and requirements of Chapter 5.40 & 8.18 of the Calabasas Municipal Code must be adhered to.**

GENERAL CONDITIONS - CITY OF CALABASAS FILMING PERMIT

1. INDEMNIFICATION: Permittee agrees to indemnify, defend and hold harmless the City of Calabasas as permittor, their agents, officers employees and contractors from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature, including those arising from the conditions of City facilities; such claims may include, but not be limited to, those alleging bodily injury, death, personal injury, or property damage hereunder. Permittee further agrees to indemnify, defend and hold harmless the City of Calabasas from any and all workers compensation suits, liability or expenses arising from or connected with any services for or on the behalf of Permittee or any person pursuant to this permit.

2. INSURANCE: Without limiting Permittee's indemnification of the City of Calabasas, Permittee shall provide and maintain at its own expense during the term of this permit the following policy or policies of insurance covering its operations here-under. Such insurance shall be secured through a carrier satisfactory to the City and evidence of said insurance shall be delivered to the City of Calabasas on or before the effective date of this permit.

a. GENERAL LIABILITY: Such insurance shall include, but not be limited to, comprehensive general liability and comprehensive auto liability with a combined single limit of \$1,000,000 per occurrence. Such insurance shall be primary to other insurance maintained by the City and shall name the City of Calabasas as additionally insured.

b. AERIAL FILMING (Aircraft & Helicopters): If aircraft of any type is used the combined limit of General Liability from (a) above shall be increased to \$5,000,000 per occurrence.

Failure of the permittee to procure or maintain the required insurance shall constitute a breach of contract, whereas the permit is terminated.

3. CONSIDERATION: Permittee shall pay, prior to issuance of the permit or subsequent rider, all fees and deposits required by the permit. In addition, Permittee agrees to pay, within ten (10) days, all subsequent charges as a result of the permit or cancellation.

4. ASSIGNMENT: It is understood and agreed that this permit is a license agreement and/or temporary use or encroachment permit and is not a lease and the permit is a personal, revocable and unassignable permission to perform the acts herein set out without reserving or granting to Permittee any interest in real property.

5. ANTI-DISCRIMINATION/COMPLIANCE WITH LAWS: Permittee agrees not to discriminate, distinguish or restrict on account of color, race, religion, ancestry, or nation origin contrary to the provisions of Section 51 of the California Civil Code nor violate the provisions of Section 12900 et seq. of the California Government Code, and Permittee agrees to comply with anti-discrimination provisions of the City of Calabasas Code. Permittee agrees to comply with all applicable Federal, State, and Local rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference, and Permittee in the course thereof agrees to obtain and keep in effect all permits and licenses required to conduct the permitted activities.

6. AUTHORITY TO STOP/CANCEL: If filming policies and/or conditions are violated the permit will be revoked. In the event that an authorized representative of the City of Calabasas finds that the activities being conducted by the Permittee unnecessarily endanger the health and safety of any person or that said activities are or will cause damage to real property or in direct violation of permit conditions, said representative, at their discretion, may suspend or cancel this Permit. The City reserves the right to cancel this permit at any time without incurring any liability to the Permittee whatsoever. Los Angeles County Sheriff's Department is the law enforcement agency for the City of Calabasas and shall enforce all conditions of the permit and protect the health and safety of the citizens of the City of Calabasas.

7. NOTICES & SIGNATURES: Notices shall be distributed by the City of Calabasas Film Office in accordance with the Administrative Policies and Procedures for the Issuance of Filming Permits within The City of Calabasas. The Request for Signature form shall be completed by the City of Calabasas Film Office. The production company is responsible for doing the signature survey. All completed Request for Signature forms shall become a part of the Film/Application Permit and remain on file with the film office (faxed copies are acceptable).

8. POLICIES AND PROCEDURES/CODE OF CONDUCT: Permittee acknowledges that they have received and read the Administrative Policies and Procedures & the Filming Code of Conduct and agree to comply with all applicable provisions thereof. Permittee further acknowledges that said policies and procedures and code of conduct are incorporated by reference herein. The use of bullhorns/sound amplification devises is strictly prohibited.

9. EXECUTION: Pursuant to various sections of the City Code, this permit has been executed on behalf of the City of Calabasas by the Media Operations Department on the date listed below.

10. PERMIT ISSUANCE: This permit is granted on the condition that permission to use the property has been obtained. .

11. PERMIT REVISIONS: All revisions to this permit must be done by a rider and shall be approved in advance

PERMITTEE/PRODUCTION COMPANY:

PERMITTOR: CITY OF CALABASAS

By: _____

By: _____

Title: _____

Date: _____

Title: Film Permit Coordinator

Date: _____

***All conditions and requirements of Chapter 5.40 & 8.18 of the Calabasas Municipal Code must be adhered to.**



CITY of CALABASAS

REQUEST FOR REFUND SECURITY DEPOSIT



Film Permit No.: _____ Deposit Amount: \$500.00 (paid separately)
 Company Name: _____ Phone: _____
 Address: _____
 City: _____ State _____ Zip _____

Name of Production: _____
 Film Location Address: _____

Filming Dates: _____

TO APPLICANT:

Within six (6) months of completion of filming activity within the City of Calabasas, complete this form and mail it to: Calabasas Film Office, 25 W. Rolling Oaks Drive, Suite 201, Thousand Oaks, CA 91361.

If this form is not received within six (6) months of filming completion, the applicant will forfeit the Security Deposit.

 Print the name & title of the person applying for refund

 Signature of the person applying for the refund

 Date

Calabasas Film Office
 25 W. Rolling Oaks Drive, Ste 201, Thousand Oaks, CA.91361
 PH: (805)495-7521 FAX: (805)495-7621



CITY of CALABASAS

PERMISSION TO USE PROPERTY FOR FILMING & PARKING OR STILL PHOTOGRAPHY SHOOTS



I hereby give permission for _____ to
(Production Company)

use my property located at _____ for
(Address)

the purposes of filming / Parking on the following date(s) _____

during the hours of _____ to _____.

I understand that filming / parking at a residence / business within the Calabasas city limits requires the issuance of a City of Calabasas film permit. I have obtained all necessary permissions to film at this location from all entities that have legal jurisdiction in this neighborhood.

.....

Please circle one:

Property Owner

-or-

Occupying Tenant

Signature: _____

Printed Name: _____

Telephone Number: _____

Questions?? Please Contact the Film Office at the numbers below.

Calabasas Film Office

25 W. Rolling Oaks Drive, Ste 201, Thousand Oaks, CA.91361

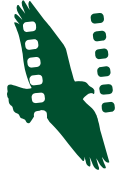
PH: (805)495-7521 FAX: (805)495-7621



CITY of CALABASAS

CALABASAS FILM OFFICE

25 W. ROLLING OAKS DRIVE, SUITE 201 THOUSAND OAKS, CA. 91361
Phone: 805-495-7521 FAX: 310-456-5799



CALABASAS
Film
OFFICE

HOLD HARMLESS AGREEMENT

(Note: Insert Production Company name in blank space & fill in bottom of page)

_____ hereafter referred to as the **“Production Company”** agrees to and does hereby indemnify and hold harmless the City of Calabasas, its officers, agents and employees from every claim or demand made, and every liability, loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:

- (1) Liability for damages for (1) death or bodily injury to a person, (2) injury to, loss or theft of property, or (3) any other loss, damage, or expense arising under either (1) or (2) above sustained by the production company or any person, firm or corporation employed by the **“Production Company name”** upon or in connection with the activity called for in this Agreement, except for liability resulting from the sole negligence or willful misconduct of the City, its officers, employees, agents or independent contractors who are directly employed by the City; and
- (2) Any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the production company, or any person, firm, or corporation employed by the **“Production Company name”**, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation, including the City, arising out of, or in any way connected with the activity covered by this agreement, whether said injury or damage occurs either on or off City property, if the liability arose from the negligence or willful misconduct of anyone employed by the **“Production Company name”**, either directly or by independent contract.
- (3) **“Production Company name”** at their own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the City, its officers, agents, or employees, on any judgments’ that may be rendered against the City, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

Describe Filming Activity: _____

Signature of Production Company and/or it legal representative:

X _____ Organization: _____ Date: _____



**COUNTY OF LOS ANGELES FIRE DEPARTMENT
FILM LOCATION
FIRE SAFETY FIELD INSPECTION CHECKLIST**



PERMIT NUMBER _____	DATES OF FILMING _____
LOCATION ADDRESS _____	DAY ____ OF ____ FILM DAY(S)
	PRODUCTION NAME _____

THIS CHECKLIST MUST BE COMPLETED DAILY FOR EACH PERMITTED FILMING LOCATION AND MUST BE AVAILABLE WITH A COPY OF THE FILM PERMIT. This completed checklist shall be:

- **Provided to any County of Los Angeles Fire Department Inspector visiting the filming location.**

For each item below, indicate if the location matches the statement or if it is Not Applicable. For each NO answer, corrective actions must be noted and executed before filming can continue.

Today's Date: _____

	Question	Yes	No	N/A
I. ACCESS/ FIRE EQUIPMENT				
A	Are all required fire lanes kept clear (20-foot clearance)? Are all fire hydrants and Fire Department Connections (FDC's) clear of all equipment and vehicles?			
B	Are all fire sprinkler heads kept clear for proper operation (18" clearance)? There is nothing attached or hung from the sprinkler system piping.			
C	Are all sprinkler systems, standpipes, fire alarms and other fire protection equipment properly serviced and in good working order? Fire protection systems shall be disabled for filming operations only with specific approval from County of Los Angeles Fire Department and the owner of the building.			
D	Are fire extinguishers (2A-10B C min rating) and other fire and life safety equipment (exit signs, secondary lighting, etc.) properly serviced, in good working order and readily available?			
E	Is there a method of reporting an emergency to the Fire Department readily available (cell phone, landline)?			
CORRECTIVE ACTION TO BE TAKEN:				
II. EXITING				
A	Have the building's exit system including the exit access, exits, and exit discharge routes been inspected to ensure they are clear of obstructions and impediments (including slip, trip or fall hazards), are clearly visible, and doors and gates not locked or hindered for immediate egress use?			
B	Are all exits free from exposure from any hazards created by the filming operation that would prevent the exit from full instant use (combustible materials, flammable liquids, LPG and pyrotechnics)?			
C	Are portable air condition, heaters, etc., installed not to block or impede exit paths, stairways or fire escapes?			
D	Have all filming locations (including roofs, basements, and mezzanine), been shown and approved on the Fire Department permit?			
CORRECTIVE ACTION TO BE TAKEN:				

III. SMOKING/IGNITION SOURCES						
A	Is smoking or other open flame prohibited inside buildings and sets? If approved, are the required fire safety precautions in place and being used?					
B	Are smoking areas designated, clearly marked and supplied with butt cans?					
C	Are smoking and ignition sources prohibited near pyrotechnics/special effects, flammable liquid storage, fuel dispensing and similar areas?					
CORRECTIVE ACTION TO BE TAKEN:						

Question		Yes	No	N/A
IV. ELECTRICAL & LIGHTING				
A	Has the filming location been inspected to ensure there are no potential electrical hazards (exposed wiring, electrical boxes, etc.)?			
B	Are the electrical cables protected from physical damage, and trip hazards mitigated?			
C	Are the cables in an orderly manner to keep exits reasonably unobstructed? Are cables covered with ramps or mats in walkways, aisles or doorways?			
D	Are electrical distribution boxes or spiders kept clear of 4-foot perimeter and exits?			
E	Are all electrical panels clear for instant access (path to and 3-foot clearance in front of the panel)?			
F	Are film lights producing heat adequately separated from combustible materials; combustible construction including the fusible element of fire sprinkler heads?			
G	Is the Ground Fault Interrupter protection (GFI) being utilized when working near water or damp areas?			
H	Are connections to a building's electrical panel done by an authorized electrician with a proper building department permit?			

CORRECTIVE ACTION TO BE TAKEN:

V. BASE CAMP/ VEHICLES				
A	Is all fueled equipment, including electrical generators, shut off and electrically bonded while being refueled? Do all refueling trucks have a valid Fire Department permit?			
B	Have all generators been inspected to ensure proper electrical grounding or insulation?			
C	Are generators placed in locations that do not block access to fire protection systems or exits, and do not expose combustible materials to ignition?			
D	Is catering located in a safe area to operate? Is the catering vehicle located outside a building, tent, or other structural enclosure?			
E	Do catering vehicles have fire extinguishers (2A-10B C min rating) readily available?			
F	Where provided, is the grease cooking exhaust hood system in proper working order, and has the hood extinguishing system and grease fire extinguisher been properly serviced and maintained?			
G	Are liquid propane gas (LPG) portable containers greater than 2.5 lbs in capacity prohibited inside buildings unless, properly approved and permitted?			
H	Are all tents properly permitted; secured; and provided with the required life and safety equipment including "No Smoking" signs, fire extinguishers and exit signs? Does the tent fabric bear the proper flame retardant (CSFM Logo)?			
I	Has the vendor or site manager obtained the proper permit for all tents over 400 square feet? Has Filming in LA County provided the film production company with valid permits?			
J	Have "Picture Vehicles" including boats and other motor crafts that are placed inside of buildings, been checked to ensure the batteries are disconnected, fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is less), and fuel tanks and fill openings are closed or sealed to prevent tampering? (Vehicles, boats or other motor craft equipment are not to be fueled or defueled within the building)			

CORRECTIVE ACTION TO BE TAKEN:

VI. FLAMMABLE LIQUIDS & GASES					
A	Are flammable liquids stored in approved containers (non-combustible, self-closing) and no larger than 5 gallons?				
B	Are all flammable liquids and gases kept 25 feet away from heat sources?				
C	Are LPG portable containers and other pressure vessels secured and stored outside with "No Smoking" signs and protected from vehicle traffic?				
CORRECTIVE ACTION TO BE TAKEN:					
VII. PYROTECHNIC SPECIAL EFFECTS					
A	Are there any special effects activities (pyrotechnics, open flame, etc.) permitted and scheduled for the day?				
B	Has the permit been issued? Is the permit on-site? If yes, does the pyrotechnic operator hold a valid State Fire Marshal license?				
C	Does the Fire Department pyrotechnic permit list the material used? Are there any additional fire and safety equipment for the pyrotechnic material, and has the production company been briefed? Safety meetings are required prior to any pyrotechnic activity.				
CORRECTIVE ACTION TO BE TAKEN:					
Question			Yes	No	N/A
VIII. CONSTRUCTION/ SETS					
A	Are all sets constructed at least 20 feet away from combustible vegetation?				
B	Are flammable or combustible spray operations conducted in properly ventilated areas away from the exposures? Are "No Smoking" signs posted and fire extinguishers provided?				
C	Are combustible waste and dust in carpenter shop and other work areas cleaned and removed frequently?				
D	If rags are used with paints, solvents, and other flammables are they safely disposed of in metal safety containers with a tight fitting lid?				
E	Are combustible curtains, backdrops, window covering, trees, bushes, hay, etc. that are in a configuration that would tend to increase the fire and panic hazard fresh within a building treated with a SFM approved flame retardant?				
CORRECTIVE ACTION TO BE TAKEN:					
IX. HIGH RISE BUILDINGS					
A	If the fire and safety equipment have been disconnected, did the Fire Department and building owner approve this?				
B	Are all fire rated openings (doors in rated corridors, rated stairway, fire separation walls, etc.), kept clear of cables and equipment to be automatically closed properly?				
C	Are all aisles, corridors, stairways, and exit paths kept clear and unobstructed?				
D	Are all fire escapes kept clear as escape routes and not used for storage of any kind?				
CORRECTIVE ACTION TO BE TAKEN:					
Additional Comments					

Failure to comply with the requirements identified within this document may result in the revocation of permit and/or cancellation of film production.

Should Los Angeles County Fire Department Inspectors need further information regarding the completion of this form, please contact:

County of Los Angeles Fire Department Public Safety and Film Unit (PSFU) at (818) 364-8240.

Name_____ Title_____ Phone Number_____

Name_____ Title_____ Phone Number_____

Los Angeles County Fire Department PSFU Inspector

Signature_____ Date _____