



## Filing Instructions for City of Agoura Hills Film Permit Application

2017

1. You May Fax or E-mail a **completed** Filming Permit Application to: **805-495-7621** or e-mail to [filming@sws-inc.com](mailto:filming@sws-inc.com). **Questions: Call 805-495-7521**

- **Page 1** "Type of Production" & "Location Information" completed with phone, fax numbers & E-mail. Don't forget to put an ON-SITE Representative from Production with Cell Number. Please do not put the house representative info here. Production Representative only.
- **Page 2** Location 2 & 3 (if applicable)
- **Page 3** "General Information Notes"
- **Page 4** "Permit Conditions and Agreement" Signed by "Permittee"
- **Page 5:** Hold Harmless page signed by Permittee

2. Provide a *"Permission to Use Property for Filming & Parking"* form. This form must be signed by the Property Owner prior to issuance of your permit. This form may be signed by an "Authorized Representative" however we must have the *authorization from the property owner on file; please call to confirm that we have this.*

3. Insurance in the amount of one million dollars (\$1,000,000) from a California Carrier with an "A: rating naming the *City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA. 91301*, this must include the **2<sup>nd</sup> page additionally insured Endorsement**. Please contact the Agoura Hills Film Office for an Example Document. Blanket Endorsements are not acceptable.

4. If filming is scheduled to occur before 7:00 am and/or after 9:00 pm, signatures supporting 100% of Contiguous Properties and 85% thereof are required within a 500' radius. Signatures are required for all special effects, excessive noise, music playback, and excessive lighting. The signature forms and the 500' Radius of Addresses will be provided by the Agoura Hills Film Office and circulated by the Production Company.

5. Application fees are to be made payable to the "City of Agoura Hills". All fees are due in advance of all filming activities and are to be submitted to the Agoura Hills Film Office: 25 W. Rolling Oaks Drive, Suite 201 Thousand Oaks, and CA. 91361. The Film Office accepts checks and credit cards but they must be received prior to issuance of the Film Permit. The Film Office will submit to you an invoice in which to pay from once the application is received.

6. If your production is over 14 people, you must provide the Agoura Hills Film Office a permitted hauler to collect and dispose of your trash and recyclables. The list can found on the City website or call our office at 805-495-7521.

**PLEASE REMEMBER:** Submitting an incomplete application with missing information may result in delays or the denial of processing your permit. If you have not received an invoice from our office, chances are we did not get the application or you did not fill it out correctly and items are missing.

Permit is issued in accordance with Agoura Hills Municipal Code Article VI, Chapter 6  
Questions and Concerns: Contact the Agoura Hills Film Office (805) 495-7521  
or e-mail [filming@sws-inc.com](mailto:filming@sws-inc.com)



# City of Agoura Hills

## Film Application/Permit

30001 Ladyface Court, Agoura Hills, CA. 91301 - E-mail: [filming@sws-inc.com](mailto:filming@sws-inc.com)  
(805) 495-7521 Fax: (310) 456-5799 or (805) 495-7621

CITY OF MALIBU TAX IDENTIFICATION NUMBER: **95-3797990**

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

RIDER NUMBER: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_ / \_\_\_\_\_

#### TYPE OF PRODUCTION:

DATE SUBMITTED: \_\_\_\_\_

- MOTION       STILL       B-ROLL       DRONE
- TV     FEATURE     COMM     VIDEO: TYPE \_\_\_\_\_     MUSIC     OTHER \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PRODUCTION NAME AND/OR NUMBER: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PHONE #: \_\_\_\_\_ CELL#: \_\_\_\_\_

PRODUCTION MANAGER: \_\_\_\_\_ PHONE #: \_\_\_\_\_ CELL#: \_\_\_\_\_

LOCATION MANAGER: \_\_\_\_\_ PHONE #: \_\_\_\_\_ CELL#: \_\_\_\_\_

ON-SITE PRODUCTION COMPANY REPRESENTATIVE: NAME: \_\_\_\_\_ CELL#: \_\_\_\_\_

#### **LOCATION INFORMATION:** NOTE: 3 LOCATIONS MAXIMUM. PREP AND STRIKE DAYS ARE RESTRICTED TO 7AM TO 7PM/14 PEOPLE

LOCATION 1 \_\_\_\_\_

- PRIVATE PROPERTY     CITY ROAD USE (PARKING, FILM, ETC)     CITY PARK     ITC     POSTING ROADS

PARKING - (BE SPECIFIC): \_\_\_\_\_

SCENES: \_\_\_\_\_

#### FILMING TIMES:

CONSTRUCTION DATE (s) \_\_\_\_\_ STRIKE DATE(S) \_\_\_\_\_ HOLD DATES(S) \_\_\_\_\_

LOC #	DATE FROM	DATE TO	HOURS FROM	HOURS TO (TAILLIGHTS)	SPECIAL EFFECTS	CAST & CREW TOTAL	MISC. INFO.
1							
1							
1							

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**LOCATION 2** \_\_\_\_\_

PRIVATE PROPERTY     CITY ROAD USE (PARKING, FILM, ETC.)     CITY PARK     ITC     POSTING ROADS

**PARKING - (BE SPECIFIC):** \_\_\_\_\_

**SCENES:** \_\_\_\_\_

**FILMING TIMES:**

CONSTRUCTION DATE (S)		STRIKE DATE(S)		HOLD DATES(S)			
LOC #	DATE FROM	DATE TO	HOURS FROM	HOURS TO (TAILLIGHTS)	SPECIAL EFFECTS	CAST & CREW TOTAL	MISC. INFO.
2							
2							
2							

**LOCATION 3** \_\_\_\_\_

PRIVATE PROPERTY     CITY ROAD USE (PARKING, FILM, ETC.)     CITY PARK     ITC     POSTING ROADS

**PARKING - (BE SPECIFIC):** \_\_\_\_\_

**SCENES:** \_\_\_\_\_

**FILMING TIMES:**

CONSTRUCTION DATE (S)		STRIKE DATE(S)		HOLD DATES(S)			
LOC #	DATE FROM	DATE TO	HOURS FROM	HOURS TO (TAILLIGHTS)	SPECIAL EFFECTS	CAST & CREW TOTAL	MISC. INFO.
3							
3							
3							

**GENERAL INFORMATION/NOTES:**

# PEOPLE \_\_\_\_\_ GENERATORS \_\_\_\_\_ TRUCKS \_\_\_\_\_ VANS \_\_\_\_\_ DRESSING ROOMS/HW \_\_\_\_\_ MOTOR HOMES \_\_\_\_\_

CAMERA CARS/PICTURE CARS \_\_\_\_\_ CREW CARS \_\_\_\_\_ OTHERS \_\_\_\_\_

INTERIOR DIALOGUE  EXTERIOR DIALOGUE  NUDITY  DRIVING SCENES  RUNNING SHOTS

TOW SHOTS  DRIVE BY  DRIVE UP & AWAY  CAMERA MOUNTS  CAMERA: ROAD SHOULDER

CAMERA: TRAFFIC LANE  LEGALLY PARKED EQUIPMENT ON SHOULDER OF ROAD.

SOLID WASTE/RECYCLING (IDENTIFY HAULER ON SHOOT OF 14 OR MORE): \_\_\_\_\_

- **BE REMINDED THAT ONLY AN AGOURA HILLS PERMITTED SOLID WASTE HAULER MAY BE USED & RECYCLING IS MANDATORY**

DRIVING DETAILS: \_\_\_\_\_

SPECIAL EFFECTS - DETAIL: \_\_\_\_\_

PYROTECHNICS - DETAIL: \_\_\_\_\_

OTHER: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE: FOR CITY FILM OFFICE USE ONLY!**

**NOTES & SPECIAL CONDITIONS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FAXED TO:**

**RECEIVED APPROVALS:**

FIRE: TIME: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

FIRE # \_\_\_\_\_ FSA (\_\_\_\_) FSO (\_\_\_\_) FI (\_\_\_\_)

SHERIFF: TIME: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

PUBLIC WORKS: TIME: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CM OFFICE: TIME: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

PARKS: TIME: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

**Permit is issued in accordance with Agoura Hills Municipal Code Article VI, Chapter 6  
Questions and Concerns: Contact the Agoura Hills Film Office (805) 495-7521**

# CITY OF AGOURA HILLS FILM PERMIT CONDITIONS AND AGREEMENT

In accordance with Agoura Hills Municipal Code Article VI, Chapter 6

1. **INDEMNIFICATION:** Permittee agrees to indemnify, defend and hold harmless the City of Agoura Hills 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 Malibu 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:** Permittee shall provide and maintain at its own expense during the term of this permit the following policies of insurance covering its operations. Such insurance shall be secured through a carrier satisfactory to the city of Agoura Hills. Evidence of insurance shall be provided on an Accord certificate or similar instrument, and provided to the city as part of the Film Permit Application. A General Liability Special Endorsement form is required.
  - a. **GENERAL LIABILITY:** Such insurance shall include, but not be limited to, comprehensive general liability with a limit of \$1,000,000 per occurrence and evidence workman’s compensation coverage. Such insurance shall be primary to other insurance maintained by the City and shall name the City of Agoura Hills 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. Such insurance shall be primary to other insurance maintained by the City of Agoura Hill, and shall name the City of Agoura Hills as additionally insured.
3. **AUTHORITY TO INSPECT:** The City of Agoura Hills designee may inspect the premises covered by this Film Permit at any time.
4. **POSTING OF PERMIT:** A copy of the approved City Film Permit must be posted at all times in public view at the filming location(s).
5. **ASSIGNMENT:** This film permit, or any Temporary Use Permit, Encroachment Permit issued for the filming activity, shall not be assigned.
6. **ANTI-DISCRIMINATION:** Permittee shall not discriminate, distinguish or restrict on account of, against any employee, or applicant for employment because of race, color, religion, ancestry, sex, age, national origin or physical handicap contrary to Section 51 California Government Code nor violate the provisions of Section 12900 et seq. of the State, and Local Rules, regulations and ordinances, and all provisions required thereby to be included herein and are hereby incorporated by reference.
7. **AUTHORITY TO SUSPEND / CANCEL / REVOKE:** If the provisions of the Film Permit, the Agoura Hills Municipal Code, the “Conditions of Approval” or the “Film Permit Requirements and Administrative Procedures” are violated, an authorized representative of the City of Agoura Hills may suspend the Film Permit until the matter is resolved, or it may be permanently cancelled or revoked. The Los Angeles County Sheriff’s Department is the law enforcement agency for the City of Agoura Hills, and shall enforce all Conditions of the permit and protect the health and safety of the citizens of the City of Agoura Hills.
8. **NOTICES AND SIGNATURES:** Notices shall be distributed by the City of Agoura Hills Film Office. Signatures shall be done by the permittee/production company. All Signatures shall be on file with the film office prior to the permit issuance. Monitors shall be assigned as deemed necessary by the film office or city designee.
9. **REQUIREMENTS AND PROCEDURES / CONDITIONS OF APPROVAL:** Permittee acknowledges that he/she has received and read the “Film Permit Requirements and Administrative Procedures” and the “Conditions of Approval” and agrees to comply with all applicable provisions therein. Permittee further acknowledges that provisions contained in these said documents are incorporated herein by reference.
10. **PERMIT ISSUANCE:** This permit is granted on the condition that the permission to use the filming location(s) has been obtained from the property owner.
11. **INDEPENDENT CAPACITY:** Permittee, its officers, agents, and employees, in the performance of this Film Permit shall act in an independent capacity and not as officers, agents, or employees of the City of Agoura Hills.
12. **ALTERATION OF THIS PERMIT:** No alteration or variation of the Film Permit terms shall be valid unless made in writing and signed by the permittee and the City of Agoura Hills. All revisions to this permit must be done by a rider and in advance.
13. **ADDITIONAL CONDITIONS:** Permittee agrees to comply with the terms and conditions contained in attached Exhibit(s), which terms and conditions are incorporated herein by this reference.

PERMITTEE SIGNATURE:

PERMITTOR: City of Agoura Hills

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Film Permit Coordinator – Date: \_\_\_\_\_

**Permit is issued in accordance with Municipal Code Article VI Chapter 6  
 Questions and Concerns: Contact the Agoura Film Office (805)495-7521**



# AGOURA HILLS FILM OFFICE

30001 Ladyface Court, Agoura Hills, Ca. 91301 [filming@sws-inc.com](mailto:filming@sws-inc.com)  
Phone: 805-495-7521 FAX: 310-456-5799 or 805-495-7621

## HOLD HARMLESS AGREEMENT

(Note: Insert Production Company name in blank space, fill in text & sign at the bottom of page)

\_\_\_\_\_ hereafter referred to as the “**Production Company**” agrees to and does hereby indemnify and hold harmless the City of Malibu, 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**” 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**”, 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**”, either directly or by independent contract.
- (3) “**Production Company**” 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 its legal representative:

X \_\_\_\_\_ Organization: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature Above*



## City of Agoura Hills

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### Film Permit – Conditions of Approval

**It is the goal of the City of Agoura Hills to enhance the filming experience for the production company and the surrounding community. Our Code of Conduct is a way to assist us toward this goal.**

- When filming in a neighborhood or business district, proper notification is to be provided to each merchant or resident who is directly affected by the company. The Agoura Hills Film Office will distribute all notifications for filming shoots and still shoots larger than 14 people.
- Production vehicles should not enter a neighborhood prior to the approved time listed on the permit. Please turn off engines as soon as possible. Park only in areas designated by the permit. Violation results in revocation of permit.
- If production passes are issued, please distribute to all cast and crew.
- Vehicles cannot be towed or moved without the express permission of the City or property owner.
- Driveways cannot be blocked for any reason!
- Please keep the cast and crew in the areas approved by the permit. All trash and directional signs must be picked up and disposed of properly.
- Removal and trimming of vegetation or trees is prohibited unless approved by the permit.
- Please dispose of all trash relating to the food services provided to the cast and crew. Use a City permitted hauler for trash service. **Recycling is mandatory. No dumping into storm drains.**
- Any signs erected, covered or removed as part of the filming activities must be put back in their original condition upon completion of the project. Also, remove all signs posted to direct the company to the location.
- Please keep all noise levels to a minimum. **No bullhorns permitted!**
- Do not trespass onto neighbors' property or merchants' property. Please remain within the boundaries of the approved film permit.
- Unless expressly approved by the permit, do not bring guests and animals to the location.
- Observe designated smoking areas and extinguish cigarettes in receptacles.
- Please refrain from lewd or improper language within earshot of the general public. All members of the cast and crew are to be courteous and considerate of neighbors and surrounding properties. The filming activities shall not interfere with the normal activities of the area, unless stipulated in the permit.
- Permit applications must be submitted with all required information in order for the permit to be processed. Missing information may result in not processing of your permit. Company will comply with all the provisions of permit.
- Abide by public services/utility services requirements including trash pick-up services, phone, cable, gas, water lines, sewer/ private septic systems repair and emergency services.

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## Permission to Use Private Property for Filming

I hereby give permission for \_\_\_\_\_ (Filming Company Name)  
to use the property located at \_\_\_\_\_ for the purposes of  
Filming/Parking on the following date(s): \_\_\_\_\_ between the hours of:  
\_\_\_\_\_ to \_\_\_\_\_.

I understand that filming and associated parking within the City of Agoura Hills requires a City Film Permit, and that the Filming Company will need to obtain a Film Permit in order to conduct this activity, and, in some cases, permission from other entities, such as the County of Los Angeles Fire Department. **\*\*Do not check the authorized representative box unless you have confirmed with the Film Office that we have written authorization from the homeowner on file.**

Please Check:

I declare that I am the:

- Property Owner    or     **\*\*Authorized Representative of the Owner of the above referenced property. (attach written authorization from the Owner to consent to filming and for Representative to act on behalf of the Owner)**

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Telephone Number





# AGOURA HILLS FILM OFFICE

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Phone: 805-495-7521 FAX: 805-495-7621 E-mail: [filming@sws-inc.com](mailto:filming@sws-inc.com)

## FILM PERMIT RIDER & CANCELLATION FORM

(Must be submitted in advance of all changes!)

Date: \_\_\_\_\_

Production Company: \_\_\_\_\_

Permit #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Title: \_\_\_\_\_

Fax #: \_\_\_\_\_

Agent: \_\_\_\_\_

Representative: \_\_\_\_\_

### Revision requested on filming permit:

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### DO NOT WRITE BELOW THIS LINE: FOR CITY FILM OFFICE USE ONLY

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Processed by Film Office Staff: \_\_\_\_\_ Rider # \_\_\_\_\_ Date: \_\_\_\_\_

- Fire
- Sheriff
- Public Works
- Parks & Recreation
- CM Office