



CITY of CALABASAS

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 or E-Mail a completed Calabasas Filming Application/Permit and Permission to Use Property for Filming, to the Calabasas Film Office at (805)495-7621 or filming@sws-inc.com . **NOTE: Signatures are required on the application's General Conditions & Hold Harmless pages. Do not type in names.**
2. Still shoots with B-Roll or 16 or more people and all motion shoots are required to contact Los Angeles County Fire Department Film Office to pay applicable fees. (818)364-8240.
3. 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 in the film permit packet/file.
4. 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.
5. If filming is scheduled to occur between 6:00am and 7:00 am and/or after 7:00 pm to midnight, 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.
6. 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.
7. 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, # 201 THOUSAND OAKS, CA. 91361
Phone: 805-495-7521 FAX: 310-456-5799



CITY of CALABASAS

CALABASAS FILM OFFICE

Film Application/Permit



CALABASAS
Film
OFFICE

City Hall: 100 Civic Center Way, Calabasas, CA 91302
Phone: (805) 495-7521 Fax: (805) 495-7621 E-Mail: filming@sws-inc.com
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 / E-mail : _____

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 | | | | | | | |

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.*

GENERAL INFORMATION/NOTES:

People _____ Generators _____ Trucks _____ Vans _____ Dressing Rooms/HW _____ Motor homes _____

Camera Cars/Picture Cars _____ Crew Cars _____ Others _____

Interior Dialogue Exterior Dialogue Int./ Ext. Still shots 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 Hauler: **City Hauler to be used. No self-hauling is permitted.**

- Be Reminded that the company must recycle 75% of all waste generated!
- NOTE: Use of expanded polystyrene products (cups, bowls, plates, Etc.) *are not allowed* in craft services. Per Ordinance 5.40 & 8.18

Special Effects - Detail: _____

Pyrotechnics - Detail: _____

Other: _____

Do Not Write Below this Line on this page: For City Film Office Use Only

Notes & Special Conditions: _____

E- Mailed / Faxed To:

Received Approvals:

Fire: Time: _____ Date: _____ Time: _____ Date: _____

Fire # _____ FSA () FSO () FI ()

Sheriff: Time: _____ Date: _____ Time: _____ Date: _____

Traffic: Time: _____ Date: _____ Time: _____ Date: _____

Media: Time: _____ Date: _____ Time: _____ Date: _____

Parks: Time: _____ Date: _____ Time: _____ Date: _____

**All conditions and requirements of Chapter 5.40 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: **Signature Required**

PERMITTOR: CITY OF CALABASAS

By: _____

By: _____

Title: _____

Date: _____

Title: Film Permit Coordinator

Date: _____



CITY of CALABASAS

CALABASAS FILM OFFICE

25 W. ROLLING OAKS DRIVE, # 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 _____ 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 _____, 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 _____, either directly or by independent contract.
- (3) _____ 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 required of Production Company and/or it legal representative/agent:

X _____ Organization: _____ Date: _____
Signature here



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25 W. ROLLING OAKS DRIVE, # 201 THOUSAND OAKS, CA. 91361
Phone: 805-495-7521 FAX: 310-456-5799 E-Mail: filming@sws-inc.com

FILM PERMIT REVISION & CANCELLATION FORM

Date: _____

Production Company: _____

Phone #: _____

Title: _____

Fax #: _____

Agent: _____

E-Mail: _____

Representative: _____

Permit #: _____

Faxed to _____

Called in by _____

Revision requested on filming permit:

Do not write below this line: For City Use Only

Processed by SWS Staff: _____ Date: _____ Rider# _____

Media Operations Public Works Parks, Rec. & Community Services

Fire Sheriff



REQUEST FOR REFUND SECURITY DEPOSIT

Film Permit No.: _____ Deposit Amount: \$500.00 (paid separately)

Company Name: _____ Phone: _____

Mailing 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, # 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