



## FILMING INSTRUCTIONS FOR MALIBU FILMING PERMIT

Questions? Call 805-495-7521 or E-mail: [filming@sws-inc.com](mailto:filming@sws-inc.com)

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

**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 (Production Representative only)

**Page 2** Location 2 & 3 (if applicable)

**Page 3** "General Information Notes"

**Page 4** "General Conditions of Filming Permits" Signed by "Permittee, Signature required (not typed in)

**Page 8** "Hold Harmless agreement" signed by "Permittee", Signature required (not typed in)

2. Provide a "*Permission to Use Property for Filming, Stills & Parking*" form. (Page 5). 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 \$1,000,000 naming the *City of Malibu* 23825 Stuart Ranch Road, Malibu, CA. 90265, this must include the 2<sup>nd</sup> page additionally insured's endorsement.

4. If filming is scheduled before 7:00 am and/or after 10:00 pm, signatures supporting 100% of Contiguous Properties and 80% 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 are provided by the Malibu Film Office and circulated by the Production Company.

5. Application fees are to be made payable to the "City of Malibu". All fees are due in advance of all filming activities and are to be submitted to the Malibu Film Office: 25 W. Rolling Oaks Drive, Suite 201 Thousand Oaks, Ca. 91361. The Film Office also accepts Visa & MasterCard! A credit card fee does apply for credit card transactions. The Film Office will submit to you an invoice in which to pay from once the application is received. A receipt is provided as part of the approved permit.

6. The Malibu Film Office collects the Los Angeles County Fire Department permit fees. (See Invoice for fees.) For those productions that are not assessed Fire Safety Officers or Advisors on their shoot, a Field Inspection worksheet will be sent to you with the approved permit. Please make sure you have this worksheet filled out and available to an LA County Fire Officer upon request.

7. If a Los Angeles County Sheriff is required for a permit a minimum of three (3) days advance notice is required for proper scheduling.

8. Any Parking, road work or placement of equipment on Pacific Coast Highway (PCH) is under the jurisdiction of the State of California; A Caltrans Permit must be obtained; do not list PCH as parking on your permit as it will be removed.

9. If an Unmanned Aircraft System (UAS) or Drone is to be used, a City Drone Application and all attachments are required seven (7) days in advance of the scheduled use. All FAA requirements apply.

**PLEASE NOTE:** *Submitting an incomplete application with missing information may result in delays. If you have not received an invoice from our office, chances are we did not get the application. Please call to confirm 805-495-7521, once permit is submitted, cancellation fees, county fire review fees & rider fees (if applicable) apply. You will be invoiced for the fees and these are due upon receipt of invoice.*



# City of Malibu

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Film Application/Permit  
23825 Stuart Ranch Road, Malibu, CA 90265 - 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: 95-4324107

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

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

### TYPE OF PRODUCTION:

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

- MOTION  DRONE APPLICATION
- STILL  B-ROLL
- TV  FEATURE  COMMERCIAL  SOCIAL MEDIA  LIVE FEED (TUP MAY BE REQUIRED)
- VIDEO/YOU-TUBE  MUSIC TYPE \_\_\_\_\_  OTHER \_\_\_\_\_

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

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

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

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

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

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

ON-SITE PRODUCTION CONTACT & COVID COORDINATOR: NAME: \_\_\_\_\_ CELL#: \_\_\_\_\_

### MISCELLANEOUS PERMIT REQUIREMENTS:

1. IF A MOTION OR STILL FILM PERMIT HAS FIFTEEN (15) OR MORE PEOPLE THE FILM OFFICE IS REQUIRED TO NOTIFY THE NEIGHBORHOOD, THUS A COMPLETE PERMIT SUBMITTAL TO THE FILM OFFICE, INCLUDING PAYMENT IS REQUIRED A MINIMUM OF 24 HOURS BEFORE THE PREP/SHOOT START TIME.
2. IF A PRODUCTION COMPANY IS FILMING THEIR SHOOT LIVE, IT IS THEN A FILMING EVENT. THEREFORE, A TEMPORARY USE PERMIT IS REQUIRED FROM THE PLANNING DEPARTMENT. APPLICATIONS TO CITY ARE DUE 40 DAYS IN ADVANCE.
3. IF A SHOOT IS COMPLICATED OR CONTROVERSIAL TO THE COMMUNITY, THE FILM OFFICE IS REQUIRED TO DO A PRE-PRODUCTION WALK THROUGH TO ASSESS AND MITIGATE THE IMPACT OF FILMING ACTIVITIES. THIS SHALL BE DONE A MINIMUM OF 2 DAYS PRIOR TO ANY ACTIVITIES.
4. IF ANY PERMIT HAS OVER 125 PEOPLE IT REQUIRES THE APPROVAL OF THE CITY MANAGER'S OFFICE. THUS PERMIT SUBMITTAL REQUIRED 5 DAYS PRIOR TO PREP/SHOOT DAY.
5. IF ANY PERMIT IS CONSTRUCTING, ERECTING, MODIFYING ANY LOCATION OR HAS OVER 125 PEOPLE IT WILL REQUIRE A PERFORMANCE BOND IN ACCORDANCE WITH MALIBU MUNICIPAL CODE SECTION 5.20.120. THE BOND WILL ENSURE THE CITY CAN RECOVER COSTS SHOULD THE PERMITTEE FAIL TO RESTORE DAMAGED AND DISRUPTED AREAS.
6. APPLICANT MUST PROVIDE ANY AND ALL PRIOR WRITTEN WARNINGS AND NOTICE OF VIOLATIONS AND CITATIONS IF ANY ISSUED BY THE CITY OF MALIBU OR THE MALIBU FILM OFFICE WITHIN THE LAST FIVE YEARS RELATING TO VIOLATIONS OF THE MALIBU MUNICIPAL CODE SECTION 5.20 FOR THE PRODUCTION COMPANY OR LOCATION.

#### FILM OFFICE USE ONLY:

PERFORMANCE BOND NO: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

CASHIER'S CHECK NO: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

**LOCATION INFORMATION:** NOTE: 3 LOCATIONS MAXIMUM. PREP AND STRIKE DAYS ARE RESTRICTED TO 7AM TO 10PM/14 PEOPLE ②

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

TOTAL NUMBER OF PEOPLE AT LOCATION 1(CAST, CREW, PARENTS & EXTRAS): \_\_\_\_\_

PRIVATE PROPERTY     CITY ROAD USE     CITY PARK     ITC     POSTING ROADS     COUNTY BEACH

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

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

BEACH ACTIVITY DETAILS: \_\_\_\_\_

CONSTRUCTION DETAILS & EQUIPMENT: (NOTE-ENGINEERED PLANS MAY BE REQUIRED FOR REVIEW) \_\_\_\_\_

SANITARY FACILITIES (PRODUCTION COMPANY MUST PROVIDE PORTABLE FACILITIES IF THE CREW AND CAST NUMBERS MORE THAN 15): \_\_\_\_\_

**FILMING TIMES: NOTE FILMING IS PROHIBITED ON SUNDAYS.**

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							
1							
1							

**ADDITIONAL LOCATION 1 INFORMATION:**

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

PLEASE NOTE THAT ANY FILM LOCATION WITH OVER 125 PEOPLE WILL REQUIRE THE APPROVAL OF THE CITY MANAGER'S OFFICE AND MAY REQUIRE A PERFORMANCE BOND. THIS WILL REQUIRE ADDITIONAL TIME TO PROCESS.

**LOCATION 2**

③

PRIVATE PROPERTY    CITY ROAD USE    CITY PARK    ITC    POSTING ROADS    COUNTY BEACH

**TOTAL NUMBER OF PEOPLE AT LOCATION 2**(CAST, CREW, PARENTS & EXTRAS): \_\_\_\_\_

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

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

**BEACH ACTIVITY DETAILS:** \_\_\_\_\_

**CONSTRUCTION DETAILS & EQUIPMENT:** (NOTE-ENGINEERED PLANS MAY BE REQUIRED FOR REVIEW) \_\_\_\_\_

**SANITARY FACILITIES** (PRODUCTION COMPANY MUST PROVIDE PORTABLE FACILITIES IF THE CREW AND CAST NUMBERS MORE THAN 15): \_\_\_\_\_

**FILMING TIMES: NOTE FILMING IS PROHIBITED ON SUNDAYS.**

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							
2							
2							

**ADDITIONAL LOCATION 2 INFORMATION:**

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PLEASE NOTE THAT **ANY** FILM LOCATION WITH OVER 125 PEOPLE WILL REQUIRE THE APPROVAL OF THE CITY MANAGER'S OFFICE AND MAY REQUIRE A PERFORMANCE BOND. THIS WILL REQUIRE ADDITIONAL TIME TO PROCESS.

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

④

PRIVATE PROPERTY    CITY ROAD USE    CITY PARK    ITC    POSTING ROADS    COUNTY BEACH

TOTAL NUMBER OF PEOPLE AT LOCATION 3(CAST, CREW, PARENTS & EXTRAS): \_\_\_\_\_

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

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

BEACH ACTIVITY DETAILS: \_\_\_\_\_

CONSTRUCTION DETAILS & EQUIPMENT: (NOTE-ENGINEERED PLANS MAY BE REQUIRED FOR REVIEW) \_\_\_\_\_

SANITARY FACILITIES (PRODUCTION COMPANY MUST PROVIDE PORTABLE FACILITIES IF THE CREW AND CAST NUMBERS MORE THAN 15): \_\_\_\_\_

FILMING TIMES: NOTE FILMING IS PROHIBITED ON SUNDAYS.

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							
3							
3							

ADDITIONAL LOCATION 3 INFORMATION:

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PLEASE NOTE THAT ANY FILM LOCATION WITH OVER 125 PEOPLE WILL REQUIRE THE APPROVAL OF THE CITY MANAGER'S OFFICE AND MAY REQUIRE A PERFORMANCE BOND. THIS WILL REQUIRE ADDITIONAL TIME TO PROCESS.

**GENERAL INFORMATION/NOTES:**

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

- **BE REMINDED THAT ONLY A MALIBU PERMITTED SOLID WASTE HAULER MAY BE USED & RECYCLING IS MANDATORY. NOTE THAT THE USE OF EXPANDED POLYSTYRENE PRODUCTS (CUPS, BOWLS, PLATES, EATING UTENSILS, STRAWS, ETC.) ARE NOT ALLOWED IN CRAFT SERVICES PER ORDINANCE 432.**

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

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

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

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

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

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

**E-MAILED TO:**

**RECEIVED APPROVALS:**

AGENCY:	DATE	TIME	DATE	TIME
LA COUNTY FIRE				
FIRE NO:	FSA (_____)	FSO (_____)	FI (_____)	
CITY MANAGER'S OFFICE				
LA COUNTY SHERIFF				
LA CO BEACHES & HARBORS				
PARKING				
MALIBU PUBLIC WORKS DEPT.				
MALIBU PARKS & REC. DEPT.				



# City of Malibu

23825 Stuart Ranch Road - Malibu, CA 90265  
(805) 495-7521 Fax (310) 456-5799 or (805)495-7621

## Filming Code of Conduct: Covid-19

In response to the coronavirus pandemic, the State of California and the County of Los Angeles have issued public health orders and guidelines to protect public health and safety. All filming activity within the City of Malibu must follow the State and County Public Health Orders and guidelines as well as all guidelines issued by the Center for Disease Control. In addition, the City of Malibu has added the following provisions to its standard code of conduct for filming activities.

-1-

All crew must wear masks/face coverings while on set.  
Cast shall wear masks when not acting in a scene or posing for photography.

-2-

Keep cast and crew to a bare minimum.

-3-

Everyone on the set must maintain a minimum of six feet of physical distancing while on the set and in the surrounding neighborhood.

-4-

All surfaces including equipment should be regularly cleaned and sanitized.

-5-

Any crafty/food services must be in accordance with requirements from the CDC, State of California and County of Los Angeles

-6-

All sanitary facilities must be accompanied by wash stations and sanitizers.

-7-

If the shoot does not require a sanitary facility, the production must still provide sanitizing methods for the cast and crew.

Public health and safety remain the top priority of the City of Malibu. Compliance with these conditions will be monitored on an ongoing basis. If these conditions are not being upheld, production will be shut down and additional fees and penalties may apply

# GENERAL CONDITIONS OF FILMING PERMITS :

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In accordance with Malibu Municipal Code Chapter 5.20

1. INDEMNIFICATION: Permittee agrees to indemnify, defend and hold harmless the City of Malibu 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, include 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: Without limiting Permittee's indemnification of Malibu, 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 Malibu on or before the effective date of this permit. 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 Malibu as additionally insured.

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 for the use of a reservation, or City or County department(s) as a result of the permit.

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 Malibu Code, Chapter 4.32.010. 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 policies are violated the permit will be revoked. In the event that an authorized representative of the City of Malibu 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, 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 Malibu and shall enforce all conditions of the permit and protect the health and safety of the citizens of the City of Malibu. Note: This includes adhering to stated start and end times identified on this permit.

7. NOTICES shall be distributed by the City of Malibu Film Office. SIGNATURES shall be done by the production companies. All signatures shall be on file with the film office prior to permit issuance. MONITORS shall be assigned as deemed necessary by the Film Office.

8. POLICIES AND CODE OF CONDUCT: Permittee acknowledges that they have received and read the Policies and the 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. **Reminder: Use of bullhorns is prohibited & NO filming activities on Sundays.**

9. EXECUTION: Pursuant to various sections of the City Code, this permit has been executed on behalf of the City of Malibu by the City of Malibu Film Office 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/Cancellations: All revisions to this permit must be done by a rider, in writing and shall be approved in advance. Once permit is processed through County Fire and City Departments, cancellation fees do apply.**

PERMITTEE: **\*\*Signature Required\*\***  
(Do not type in)

PERMITTOR: City of Malibu

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

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

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

Title: Film Permit Coordinator - City of Malibu Film Office

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

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





# City of Malibu

⑦

23825 Stuart Ranch Road - Malibu, CA 90265  
(805) 495-7521 Fax (310) 456-5799 or (805)495-7621

## Permission to use Private Property for Filming, Parking or Still Photography

(Must accompany permit application)

I hereby give permission for \_\_\_\_\_ to use the property located at  
(Production Company Name)

\_\_\_\_\_ for the purposes of Filming / Parking or Still  
(Address)

Photography on the following date(s) \_\_\_\_\_ between the hours of \_\_\_\_\_ to \_\_\_\_\_.

I understand that filming, parking and still photography production within the Malibu city limits requires the issuance of a City of Malibu film permit regardless of crew size. The Production Company above has obtained all necessary permissions to film / park at this location from all entities that have legal jurisdiction in this neighborhood. **\*\*Do not check authorized representative box unless you have confirmed with our office that written Authorization from Homeowner is on file**

### Please check:

I declare that I am the:

- Property Owner or  **\*\*\*Authorized Representative of the Owner of the above reference property (attach written Authorization to consent to filming, e.g.: lease), see above.**

\_\_\_\_\_  
Signature of Owner or Authorized Agent to Sign on Behalf of the Property Owner

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

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

**Questions: Contact the Malibu Film Office at (805) 495-7521; E-Mail: [filming@sws-inc.com](mailto:filming@sws-inc.com)**



# City of Malibu

⑧

23825 Stuart Ranch Road - Malibu, CA 90265  
(805) 495-7521 Fax (310) 456-5799 or (805)495-7621

## Filming Code of Conduct

**It is the goal of the City of Malibu 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.**

-1-

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 Malibu Film Office will distribute all notifications for filming shoots and still shoots larger than 14 people.

-2-

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 or doubling of fees.

-3-

If production passes are issued, please distribute to all cast and crew.

-4-

Vehicles cannot be towed or moved without the express permission of the City or property owner.

-5-

Driveways cannot be blocked for any reason!

-6-

The use of sandbags made from plastic or containing plastic materials within the City is prohibited by Ordinance 419."

-7-

Removal and trimming of vegetation or trees is prohibited unless approved by the permit.

-8-

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. Remove all directional signage.**

-9-

No vendor shall use, provide, distribute, or sell polystyrene food and beverage containers including plastic beverage straws, plastic stirrers, or plastic cutlery within the City in accordance with Ordinance 432.

-10-

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.

-11-

Please keep all noise levels to a minimum. No bullhorns permitted!

-12-

Please keep the cast and crew in the areas approved by the permit. Do not trespass onto neighbors' property or merchants' property. Please remain within the boundaries of the approved film permit.

-13-

Unless expressly approved by the permit, do not bring guests and animals to the location.

-14-

Observe designated smoking areas and extinguish cigarettes in receptacles.

-15-

Please refrain from lewd or improper language within earshot of the general public.

-16-

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.





# MALIBU FILM OFFICE

23825 Stuart Ranch Road - Malibu, CA 90265 [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: **(Do not type in)**

X \_\_\_\_\_ Permit Agent or Production Co.: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature required*



# CITY OF MALIBU

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23825 Stuart Ranch Road - Malibu, CA 90265  
Phone: 805-495-7521 FAX: 805-495-7621 E-mail: [filming@sws-inc.com](mailto:filming@sws-inc.com)

## Request for Release of Performance Bond or Refund of Cashier's Check

Film Permit No.: \_\_\_\_\_ Deposit Amount Provided: \$ \_\_\_\_\_

Name of Production on Permit: \_\_\_\_\_

Performance Bond No or Cashier's Check No...: \_\_\_\_\_

### Who will receive the Bond Release Letter or Refund:

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Attention: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### TO PERMITTEE:

Within six (6) months of completion of filming activity within the City of Malibu, complete this form and e-mail it to: [filming@sws-inc.com](mailto:filming@sws-inc.com) or mail to: Malibu Film Office, 25 W. Rolling Oaks Drive, # 201, Thousand Oaks, CA 91361.

\_\_\_\_\_  
Print the name & title of the person applying for refund

\_\_\_\_\_  
Signature of the person applying for the refund

\_\_\_\_\_  
Date

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City Use Only: Refund request to be E-mailed to City Hall:

Permit Complete, No Issues, please process above request,

By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

SWS Inc./ Malibu Film Office